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DEPARTMENT OF DEFENSE

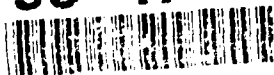
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DEFENSE AUTOMATION RESOURCES MANAGEMENT MANUAL

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Information Resources
Management

September 26, 1988

FOREWORD

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, Defense Agencies (hereafter referred to collectively as "DoD Components"), and Defense contractors as designated by the Defense Federal Acquisition Regulation Supplement (DFARS).

DoD 7950.1-M, "Defense Automation Resources Management Manual," dated August 1985 is hereby canceled. This Manual is reissued under the authority of DoD Directive 7950.1, "Automated Data Processing Resources Management," September 29, 1980 and takes precedence over conflicting instructions. It is effective immediately, and is mandatory for use by all DoD Component and Defense contractor personnel relative to DoD automation equipment redistribution, sharing, and automation inventory responsibilities.

Significant changes included in this Manual are summary reporting of computer systems costing \$50,000 or less, increased quality control reporting, and revised sharing procedures.

Information on obtaining copies and the procedure for recommending changes to the Manual are included in Appendix A.

John P. Springett
Deputy Assistant Secretary of Defense

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DEFENSE AUTOMATION RESOURCES MANAGEMENT MANUAL
TABLE OF CONTENTS

	<u>Page</u>
Abbreviations and Acronyms	iv
Definitions	v
References	xi
 CHAPTER 1 - INTRODUCTION	
Section A. Background	1-1
Section B. Authority	1-1
Section C. Purpose	1-1
Section D. Applicability and Scope	1-1
Section E. Responsibility	1-2
Section F. Objectives	1-3
Section G. Implementation	1-3
Section H. Regulatory Controls	1-3
Section I. Access to ARMS	1-4
 CHAPTER 2 - AUTOMATION EQUIPMENT (AE) REDISTRIBUTION	
Section A. Introduction	2-1
Section B. Responsibilities	2-2
Section C. Reporting	2-3
Section D. Care and Handling of Reported Excess	2-7
Section E. Exchange/"Sale"	2-8
Section F. AE Requirements	2-8
Section G. Availability of Excess AE to Replace Leased Inventory	2-10
Section H. Excess AE Bulletins	2-10
Section I. Acquisition	2-10
Section J. Transfer of Excess	2-15
Section K. Disposition After Excess Screening	2-18
Section L. Statistical Reporting	2-19
 CHAPTER 3 - AUTOMATION RESOURCES SHARING	
Section A. Introduction	3-1
Section B. Procedures	3-2
 CHAPTER 4 - AUTOMATION INVENTORY REPORTING	
Section A. Introduction	4-1
Section B. Reporting Procedures	4-3
Section C. On-Line Data Administration	4-16
Section D. Standard Information Reports	4-16

APPENDICES	Page
A. Publications	A-1
B. DoD Component Implementing Directives	B-1
C. AE Subject to Excess Reporting	C-1
D. Preparing Reports of Excess Personal Property (SF120)	D-1
E. Condition Codes	E-1
F. Preparing Automation Equipment Requirement Forms (DD Form 1851 (Revised))	F-1
G. AE Exempt from Requirement Screening	G-1
H. Excess Requirement Screening Printouts	H-1
I. Preparing Requisitions and Invoice/Shipping Documents (DD Form 1149)	I-1
J. Preparing Transfer Orders of Excess Personal Property (SF122)	J-1
K. Reimbursement Agreement - ADP Equipment Lease (GSA Form 8006)	K-1
L. GSA Responsibility for Condition of Information Technology Fund Equipment	L-1
M. Analysis for Obsolescence	M-1
N. Standard Form 123, "Transfer Order - Surplus Personal Property"	N-1
O. Example of Hardware and Software Profile	O-1
P. Sharing Requirement Screening Printouts	P-1
Q. Report of ADP Service (GSA Form 2068A)	Q-1
R. Acquisition Codes	R-1
S. Agency Codes	S-1
T. Class Codes (Automation Equipment)	T-1
U. Function Codes	U-1
V. Maintenance Codes	V-1
W. New Start/Replacement Codes	W-1
X. Ownership Classification Codes	X-1
Y. Samples of Error Reports and/or Statistical Recaps	Y-1
Z. DoD Component Focal Points for AE Redistribution	Z-1
AA. DoD Component Focal Points for AE Inventory Reporting	AA-1
BB. DoD Component Focal Points for AE Sharing	BB-1

ABBREVIATIONS AND ACRONYMS

ACO	Administrative Contracting Officer
ADP	Automation Data Processing
ADPE	Automatic Data Processing Equipment
AE	Automation Equipment
ARD	Automatic Release Date
ARMS	Automation Resources Management System
CICA	Competition in Contracting Act
CONUS	Continental United States
DARIC	Defense Automation Resources Information Center
DECCO	Defense Commercial Communications Office
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DPI	Data Processing Installation
DRMO	Defense Reutilization and Marketing Office
FAR	Federal Acquisition Regulation
FIRM	Federal Information Resources Management Regulation
FPMR	Federal Property Management Regulation
FSC	Federal Supply Classification
GSA	General Services Administration
LTOC	Lowest Total Overall Cost
MTMC	Military Traffic Management Command
OASD	Office of Assistant Secretary of Defense
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
NSA	National Security Agency
PCAM	Punch Card Accounting Machine
PCH	Packing, Crating, and Handling
PDA	Property Disposal Agent
PLCO	Plant Clearance Officer
RCS	Reports Control Symbol
TIARA	Tactical Intelligence and Related Activities
WMCCS	World Wide Military Command and Control System

DEFINITIONS

- A. Accessorial Expenses. Expenses of packing, crating, and transportation (including port handling and stevedoring, if applicable).
- B. ADP Supplies. Includes ADP tape seal bands, reel hubs, carrying cases, cannisters; all magnetic recording media designed to be used with automation equipment, including ADP magnetic tape, removable disk packs, magnetic cards, cassettes and diskettes; and consumable items designed specifically for use with automation equipment (e.g., computer paper, ribbons, punch cards, tabulating paper etc.).
- C. ADPE System. An operational or managerial entity of general purpose ADPE components containing a least one programmable central processing unit and such other components as input and/or output devices and storage units.
- D. Analog Computer. A computer that operates on continuous data as distinguished from discrete data. It translates physical conditions such as flow, temperature, pressure, angular position, or voltage into related mechanical quantities and uses mechanical or electrical equivalent circuits as an analog for the physical phenomenon being investigated.
- E. Approved Requirement. Any definitive requirement for AE that can be described by manufacturer, type, and model number and is approved for acquisition by an authorized official.
- F. ARMS (Automation Resources Management System). An automated system managed by DARIC to produce redistribution, sharing, and inventory management information utilizing reported AE requirements, AE excess, and the inventory of installed equipment.
- G. Automatic Data Processing Equipment (ADPE). General purpose, commercially available, mass-produced automatic data processing devices; i.e., components and the equipment systems configured from them, together with commercially available software packages that are provided and are not priced separately, and all documentation and manuals relating thereto, regardless of use, size, capacity, or price, that are designed to be applied to the solution or processing of a variety of problems or applications and are not specially designed (as opposed to configured) for any specific application.
1. Included are:
 - a. Main-frame, mini, and micro digital, analog or hybrid computers;
 - b. Auxiliary or accessorial equipment, such as plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, computer input/output microfilm and other data acquisition devices), or computer performance evaluation equipment; etc., designed for use with digital, analog or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately;

c. Punch card accounting machines that can be used in conjunction with or independently of digital, analog, or hybrid computers;

d. Devices used to control and transfer data and/or instructions to and from a central processing unit (CPU), including data transmission terminals, batch terminals, display terminals, modems, sensors, multiplexors, and concentrators;

e. Storage devices that are designed to be cable connected for use on line in which data can be inserted, retained, and retrieved for later use;

f. General purpose mini or microcomputers used as control mechanisms where computer technology is essential in controlling, monitoring, measuring, and directing processes, devices, instruments, or other equipment; and,

g. Equipment used in office automation applications that is designed to be controlled by a general purpose data processing language primarily to be applied through the internal execution of a series of instructions, not limited to specific key stroke functions, and designed to process a variety of applications.

2. Excluded are:

a. ADPE systems and components specially designed (as opposed to configured) and produced to perform computational, data manipulation, or control functions, but which have no general purpose applicability;

b. ADPE that is modified at the time of production to the extent that:

(1) It no longer has a commercial ADP market; or,

(2) It cannot be used to process a variety of applications;

or,

(3) It can be used only as an integral part of a non-ADP system.

H. Automatic Data Processing Equipment/Data System (ADPE/DS). Government-wide ADPE inventory information system administered by GSA.

I. Automatic Release Date (ARD). The date established by DARIC for DoD excess to indicate completion of the DoD and GSA redistribution screening periods.

J. Automation Equipment (AE). For purposes of this Manual, AE is general and special purpose ADPE; office automation equipment, including word processors; communication ADPE (e.g., modems, couplers, multiplexors), and other information processing devices.

K. Auxiliary or Accessorial AE. Includes plotters, tape cleaners, tape testers, data conversion equipment, source data automation recording equipment (optical character recognition devices, computer input and/or output microfilm and other data acquisition devices), or computer performance evaluation equipment, etc., designed for use with digital, analog, or hybrid computer equipment, either cable or modem connected, wire connected, or stand alone, and whether selected or acquired with a computer or separately.

L. Cannibalization. The removal of a part or device that is not identifiable by a manufacturer's type or model number from an AE component that is identifiable by a manufacturer's type or model number; or, the removal of a part or device from an AE component which would cause that component not to function as intended by its manufacturer.

M. Commercially Available Software. Software that is available through lease or purchase in the commercial market from a concern representing itself to have ownership or marketing rights in the software. Software that is furnished as part of the ADP system, but that is separately priced, is included.

N. Condition Code. The alphabetical and numerical designation indicating the condition of the property. See Appendix E.

O. Contractor Excess AE

1. Any Government-owned AE acquired by and in the possession of a contractor or subcontractor (including Government-furnished property) under a contract in which title is vested in the Government, and is in excess of the amount needed to complete performance of a contract.

2. Any AE for which the Government may acquire title, as a result of changes in the specifications or plans, or of termination of the contract (or subcontract) prior to completion of the work.

3. Leased AE under terms that provide to the Government an option to purchase or other residual interests.

P. Continental United States (CONUS). United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico. (The original 48 states and the District of Columbia.)

Q. Cryptologic Mission AE. All AE and related equipment acquired for cryptologic purposes by the National Security Agency or Military Department Service Cryptologic Agencies under the operational or technical control of the Director, National Security Agency.

R. DARIC. Authorized abbreviation for the Defense Automation Resources Information Center.

S. Data Communications. The transfer by electronic means of data from the point of origin to a computer, from computer to a user, or between two or more computers.

T. Data Processing Installation (DPI). Any organizational element of a DoD Component or contractor that:

1. Uses or plans to use AE. DPIs whose only AE are microcomputers may be exempt from the reporting requirements for DPI data delineated in Chapter 4, subparagraphs B.1.a. and B.1.b;

2. Acquires or plans to acquire AE services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programming,

training, and studies or advice on equipment acquisition, selection, and use) from Government or other sources; or,

3. Has components that perform ADP functions such as coordinating ADP programs and activities; developing, programming, and implementing systems; reviewing, recommending, or selecting AE; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units.

U. Date of Manufacture. Date equipment was first made available to the Government and/or the public for installation by the vendor through sale or lease. Obtain date from manufacturer if not available at reporting activity.

V. Digital Computer. A computer that operates on discrete data by performing arithmetic and logic processes on these data.

W. DoD Component. A Military Department, Defense Agency, or other Defense organizational element.

X. DoD Excess AE. Leased and Government-owned AE that is projected to be no longer required for the purpose for which it was originally authorized.

Y. Donation Screening Period. The 21-day period immediately following the ARD that is allowed for screening by eligible donees.

Z. Donee. The actual recipient of donated surplus personal property.

AA. Embedded Computers. ADPE that is integral to or an inherent part of a weapon system; e.g., an electromechanical system, such as a combat system, tactical system, aircraft, missile, spacecraft, certain command and control systems, special and/or automatic test equipment (STE/ATE), simulators, and other similar type systems.

BB. Exchange/"Sale" Property. Property, not excess to the needs of the owning agency but eligible for replacement, which is exchanged or sold in order to apply the exchange allowance or proceeds of sale as whole or part payment for replacement by a similar item.

CC. Federal Agency (Civil). Any Executive Agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction).

DD. Hardware System. An operational or managerial entity of component units (Central Processing Units (CPU's), input and/or output devices, storage units, terminals, communications devices, etc.).

EE. Hold. A reservation placed on excess AE undergoing screening.

FF. Holding Activity. The DoD activity or contractor that has accountability for the property involved.

GG. Hybrid Computer. A computer for data processing using both analog representation and discrete representation of data.

HH. Information Technology Fund. A financing mechanism administered by GSA that, subject to GSA approval, is available without fiscal year limitation for expenses and for procurement (by lease, purchase, transfer, or otherwise) for providing information technology hardware, software, and services to Federal agencies. This fund combines the capital and assets of the ADP Fund and the Federal Telecommunications Fund.

II. Inventory Value. The value at which Government-owned AE is carried on inventory records for property accountability purposes. It is established on the basis of price reflected in Federal Supply Schedules, or actual or estimated acquisition costs of items not listed in Federal Supply Schedules or contracts. This is applicable to all property regardless of condition, except for unidentifiable scrap.

JJ. Lowest Total Overall Cost. The least expenditure of funds over the system or item's life. Includes purchase price, lease or rental cost, or services cost of the contract actions involved, and other identifiable and quantifiable costs that are directly related to the acquisition and use of the system or item; e.g., personnel, maintenance and operation, site preparation, energy consumption, installation, conversion, system start-up, contractor support, and the present value discount factor.

KK. Maintenance Services. Examination, testing, repair, or part replacement functions performed to:

1. Reduce the probability of AE malfunction (preventive maintenance);
2. Restore an AE component to proper operating status (remedial maintenance); or,
3. Modify the AE in a minor way (field engineering change or field modification).

LL. Microcomputer. Any computer configuration with at least one central processing unit capable of stand alone operation that has an acquisition cost not exceeding \$15,000. May include networked personal computers, intelligent terminals, word processors and other similar devices.

MM. Mission Critical Computer Resources. (See 10 U.S.C. 2315, "Warner Amendment".) ADPE systems, components and services if the function, operation or use:

1. Involves intelligence activities;
2. Involves cryptologic activities related to national security;
3. Involves the command and control of military forces;
4. Involves equipment that is an integral part of a weapon or weapons system; or,
5. Is critical to direct fulfillment of military or intelligence missions, excluding routine administrative and business applications (excluding payroll, finance, logistics, and personnel management applications).

NN. Office Automation (OA) Equipment. OA equipment is any equipment that provides OA tools and services to end-users in a real time environment. Included are word processors, personal computers, optical character reader (OCR) devices, local area network systems, computer-based message systems, and associated local printers.

OO. Outdated AE. ADPE that is over 8 years old (based on the initial commercial installation date of the equipment) and is no longer in production.

PP. Plant Clearance Officer. The Government representative assigned responsibility for plant clearance. An authorized representative or the contracting officer.

QQ. Property Disposal Agent (PDA). An individual assigned responsibility for property disposal functions at any installation or activity.

RR. Repair Part. Any part, assembly, or component that is required to repair or maintain an end item.

SS. Reporting Activity. An installation or activity of a DoD Component or contractor that reports excess personal property for redistribution screening, reports changes to the ARMS Inventory File, or submits sharing profiles.

TT. Resource Sharing Profile. A description of the ADP hardware and software installed at a data processing installation.

UU. Redistribution. The subsequent use of AE no longer required for the purpose for which it was originally approved and acquired.

VV. Support AE. Includes auxiliary or accessorial automation equipment; tape rewinders, splicers and spoolers; card reconditioners; control panels and wires; and cabinets, safes, racks and raised flooring peculiar to ADP operations.

WW. Surplus. Government-owned AE not required for the purpose for which originally acquired that has completed excess screening as prescribed by this Manual.

XX. Transfer. Conveyance of Government-owned or leased excess AE from one Federal Agency or activity to another.

REFERENCES

- (a) DoD Directive 7950.1, "Automated Data Processing Resources Management," September 29, 1980
- (b) Public Law 89-306, "Brooks Act," October 1965, as amended
- (c) Public Law 96-511, "Paperwork Reduction Act of 1980"
- (d) Public Law 99-500, "Paperwork Reduction Reauthorization Act of 1986"
- (e) Federal Information Resources Management Regulation (FIRMR) 201-1, 201-2, 201-26, 201-30, 201-31, 201-33, as amended
- (f) Defense Federal Acquisition Regulation Supplement (DFARS), Section 70.3 and Subparts 45.302, 70.1-70.6, 70.13, and 70.14, as amended
- (g) Title 10, United States Code, Section 2304 (Competition in Contracting Act)
- (h) DoD 4160.21-M, "Defense Utilization and Disposal Manual," September 1982
- (i) AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3, "Defense Traffic Management Regulation," July 31, 1986
- (j) AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments," March 15, 1984
- (k) DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J, "Reporting of Item and Packaging Discrepancies," October 1, 1986
- (l) Title 10, United States Code, Section 2315 (Warner Amendment)
- (m) OMB Circular No. A-130, Appendix II, "Cost Accounting, Cost Recovery, and Interagency Sharing of Information Technology Facilities," December 24, 1985
- (n) DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)" (Microfiche, reissued quarterly), authorized by DoD Directive 4000.25, November 18, 1983

CHAPTER 1

INTRODUCTION

A. BACKGROUND. The establishment of a centralized DoD office in support of acquisition, replacement, and disposition of automation assets occurred in July 1964. In addition to supporting the overall management requirements of the Department, an information management system has been established to administer compliance with Federal requirements for the reporting of automation equipment assets to the General Services Administration (GSA). The dynamic growth in the application of automation technology has dramatically increased the need for asset visibility to enable efficient and effective planning, allocation, use, and disposition of resources. In this regard, the Automation Resources Management System (ARMS) has been implemented in the Department of Defense under the management direction of the Defense Automation Resources Information Center (DARIC) in support of DoD resource managers worldwide.

B. AUTHORITY. This manual is authorized under DoD Directive 7950.1, "Automated Data Processing Resources Management." The establishment of the data base will serve the management of the Department of Defense while complying with Office of Management and Budget (OMB) Circulars governing general purpose automation resources management and the Federal Information Resources Management Regulations generated by GSA under Public Law 89-306 (Brooks Act), Public Law 96-511 (Paperwork Reduction Act), and Public Law 99-500 (Paperwork Reduction Reauthorization Act of 1986).

C. PURPOSE. The purpose of the DoD Automation Resources Management Program is to provide consistent procedures, standards, policies, definitions, and requirements governing the redistribution, sharing, and inventorying of automation assets. Through the use of on-line communications and data base management technology, the ARMS increases the potential for managers to optimize allocation and distribution of assets, thereby increasing effectiveness and efficiency in achieving mission goals.

D. APPLICABILITY AND SCOPE

1. This Manual applies to all DoD Components and Worldwide Military Command and Control System (WWMCCS) activities. The Manual also applies to DoD contractors whenever:

a. The Government requires the contractor to purchase automation equipment for the account of the Government; or,

b. The Government requires the contractor to pass title to the automation equipment to the Government; or,

c. The Government pays the full lease costs of the automation equipment under a cost-reimbursement contract.

2. The term "automation equipment" is defined in the Definitions section of this Manual.

3. Exceptions

a. AE used for the following Tactical Intelligence and Related Activities (TIARA) and National Foreign Intelligence programs is excluded from the provisions of this manual:

- (1) All embedded computers within tactical intelligence systems.
- (2) AE used for DoD Component cryptologic applications.
- (3) ADPE supporting the Mapping, Charting, and Geodesy Exploitation Modernization Program.
- (4) AE supporting intelligence systems in the areas of software development, operational simulators, or maintenance training where full compatibility with mission systems is required.

NOTE: ASD(C3I) is the cognizant staff office for intelligence matters.

b. Additional exceptions are specifically stated in each succeeding chapter of this Manual.

E. RESPONSIBILITY. DARIC is the Executive Agent under the policy guidance of the Office of the Assistant Secretary of Defense, Comptroller (OASD(C)). The DARIC Director, as Program Manager, shall:

1. Manage and operate the Defense Automation Resources Management Program as provided by appropriate Public Laws, the Federal Acquisition Regulation and associated Federal Information Resources Management Regulation, and implementing DoD Regulations and Instructions.

2. Serve as the DoD focal point for matters concerning automation resource redistribution, sharing and inventory reporting, maintaining liaison with GSA in compliance with applicable Federal Regulations and/or the direction of the OASD(C).

3. Develop, maintain, coordinate, and publish this manual.

4. Develop, enhance, and manage the ARMS and publish and maintain an ARMS Users Guide.

5. Be responsible for the management of automation resources information, providing support to OASD(C) in analysis of life-cycle management, mobilization readiness, and contingency planning.

6. Provide management information reports and on-line visibility of automation technology resources within the Department of Defense to qualified recipients. Furnish the GSA with required reports concerning DoD automation resources.

F. OBJECTIVES. This Manual provides procedures and reference material concerning three interrelated DoD efforts dealing with automation resources management: the Automation Equipment Redistribution Program, the Automation Resources Sharing Program, and the Automation Inventory Reporting Program. The Manual establishes uniform reporting methodology for providing source data to the ARMS to provide for screening of excess automation equipment, identification of data processing installations available for sharing, and management of automation asset information for planning and auditing purposes. ARMS provides identification and standardization of data elements, table values, and DoD management reports concerned with automation resources.

G. IMPLEMENTATION. Procedures not initialized under separate authority prior to publication of this Manual shall be implemented no later than 60 days after publication date.

H. REGULATORY CONTROLS

1. Redistribution and Exchange/Sale

a. Federal Information Resources Management Regulation:

- (1) Part 201-1
- (2) Part 201-2
- (3) Part 201-30
- (4) Part 201-33
- (5) Bulletin 5, Revision 2

b. Interagency Report Control Number 0154-GSA-AN is used to report to GSA excess DoD automation equipment approved for transfer to DoD contractors.

2. Sharing

a. Federal Information Resources Management Regulation:

- (1) Part 201-1
- (2) Part 201-2
- (3) Part 201-31
- (4) Bulletin 8, Revision 3

b. Interagency Report Control Number 1106-GSA-AN on GSA Form 2068A is for reporting sharing data to GSA.

3. Automation Inventory Reporting

a. Federal Information Resources Management Regulation:

- (1) Part 201-1
- (2) Part 201-2
- (3) Part 201-26

b. Interagency Report Control Number 0312-GSA-QU is assigned for inclusion of automation inventory in the GSA Automatic Data Processing Equipment/Data System (ADPE/DS).

4. Defense Contractors

a. Defense Federal Acquisition Regulation Supplement (DFARS):

(1) Part 45 - Government Property

Subpart 45.302-72 Providing ADPE as Government Property

(2) Part 70 - Acquisition of Computer Resources

(a) Subpart 70.1 General

(b) Subpart 70.2 Definitions

(c) Subpart 70.3 Acquisitions Under GSA Authority

(d) Subpart 70.4 Acquisitions Under 10USC2315
Authority

(e) Subpart 70.5 Acquisitions Under Other
Authorities

(f) Subpart 70.6 Acquisitions of ADPE by DoD
Contractors

(g) Subpart 70.13 Sharing of Computer Resources

(h) Subpart 70.14 Reuse of Equipment

(i) Section 70.3 Exchange/"Sale" of ADPE

I. ACCESS TO THE AUTOMATION RESOURCES MANAGEMENT SYSTEM (ARMS)

Authorization for on-line access to the ARMS may be obtained by submitting a letter expressing requirements for information available from ARMS. Defense contractors must submit letters of request through a contracting officer or other authorizing Government official, citing the contract number to be served.

Access is by way of teletype compatible dial-up terminals, 300 or 1200 BAUD, even parity. Letters of request should be addressed to:

Director
Defense Automation Resources Information Center
ATTN: DARIC-I
Cameron Station
Alexandria, VA 22304-6100

DARIC will periodically review and update the authorized list of on-line users.

CHAPTER 2

AUTOMATION EQUIPMENT (AE) REDISTRIBUTIONA. INTRODUCTION

1. Purpose. The purpose of this Chapter is to establish uniform procedures for reporting, screening, redistributing, and disposing of automation equipment (AE) becoming excess to the application for which it was initially approved and acquired, including intra-service and intra-agency redistribution.

2. Applicability. Procedures established in this chapter are applicable worldwide to all DoD Components, Worldwide Military Command and Control System (WWMCCS) activities, and Defense contractors with contracts acquiring or generating excess AE where title to the owned equipment is vested in the Government, or where AE is leased under terms that provide to the Government an option to purchase or other residual interest.

3. Objectives. This Chapter implements DoD policies and procedures applicable to the DoD AE Redistribution Program. The Defense Automation Resources Information Center (DARIC) serves as the DoD focal point for the operation of the Program, using the Automation Resources Management System (ARMS) to:

- a. Reduce AE procurement and operating costs.
- b. Protect and increase equity accrued through leasing AE, in the event the equipment is ultimately purchased by the Government.
- c. Provide continuous screening of the excess inventory to determine if outstanding DoD Component or Defense contractor AE requirements can be satisfied from the excess inventory.
- d. Satisfy AE requirements for equipment in short supply and not otherwise available.
- e. Provide AE no longer required by DoD Components to support other Federal Agencies and programs, and, conversely, to make other Federal Agency excess AE available to satisfy DoD Component requirements.
- f. Provide information to the DoD Components on equipment reported as excess that has a potential to replace leased AE currently in the active inventory.
- g. Record in ARMS all intra-service and intra-agency redistribution transactions.

4. Meetings. DARIC conducts periodic meetings to review areas of common interest to program participants. DoD Component focal points are encouraged to submit agenda items for meetings to develop a mutual understanding of redistribution operations and promote program effectiveness.

B. RESPONSIBILITIES

1. DARIC

a. Administer the DoD AE Redistribution Program in the role of program manager.

b. Establish, coordinate, and supervise policy, resource management, program guidance, and management review and analysis relating to the DoD AE Redistribution Program.

c. Create an ARMS file of available DoD and Civil agency excess that will be used to screen against approved requirements and inquiries and to provide a basis for mobilization planning and resource statistical analysis.

d. Act as the DoD contractor focal point for all matters relating to the DoD AE Redistribution Program.

e. Publish available DoD and Civil agency excess in the DARIC Excess Automation Equipment Bulletin.

f. Furnish to DoD Component Headquarters reports of available excess Government-owned equipment that has a potential to replace installed leased equipment shown on the active automation inventory.

g. Provide reports of available excess to DoD Component activities in response to approved requirements or inquiries.

h. Determine DoD Component hold priorities for excess AE redistribution.

i. Advise redistribution Component focal points (see Appendix Z) when a higher priority hold is received for an item they requested or if there is any change in the availability of the item.

j. Approve all non-contested excess AE transfers between DoD Components and contractors (including transfers between contracts except for follow-on type contracts), and approve transfers between DoD organizations and other Federal Agencies.

k. Allocate equipment through a competitive selection process in the event of multiple DoD Component-approved requirements for excess AE. Allocation will be based on military urgency or the most economical savings to the Government. If DARIC cannot resolve the allocation decision to the satisfaction of the DoD Components, DARIC's recommendation will be referred to the Office of the Assistant Secretary of Defense, Comptroller (OASD(C)) for final action.

l. Report DoD excess AE to GSA for Civil Agency screening if a DoD requirement is not identified.

m. Provide summary reports to GSA, OASD(C), and DoD Components, as required.

2. DoD Components

a. Assign a focal point to support the DoD AE Redistribution Program and be the DARIC primary point of contact for redistribution problem resolution. Each DoD Component shall identify in writing to DARIC the current focal point assigned, including their address and telephone number(s).

3. DoD Component Focal Points

a. Furnish DARIC necessary reports, requirements and requisitions to effect redistribution.

b. Accept requirements and holds from Component activities interested in acquiring excess AE and record the data directly on ARMS via remote terminal access.

c. Set hold priorities within their Component for the redistribution of excess AE to satisfy approved requirements.

d. Use ARMS to provide excess AE information to their activities.

e. Ascertain that approved transfer requests forwarded to DARIC for processing are prepared in accordance with the requirements of this Manual.

f. Assist their Component activities in resolving any transportation difficulties that may develop when acquiring excess AE.

g. Ensure that their Component activities are in compliance with the reporting and acquisition procedures of this manual and their respective Component implementing directives (Appendix B).

4. DoD Contractors

a. Prepare and furnish reports of excess AE to the Administrative Contracting Officer (ACO) or designated representative for submission to DARIC, allowing sufficient time to complete the entire redistribution screening process.

b. Ascertain that approved transfer requests forwarded to DARIC for processing are prepared in accordance with the requirements of this Manual and the DFARS.

c. Report directly to the contracting officer of the funding Federal Agency for excess screening any excess AE generated on contracts funded by Civil agencies, but administered by DoD contracting officer representatives. The funding agency is responsible for forwarding the excess report to the General Services Administration if the equipment is not required by the agency. Disposition instructions shall be furnished by the Federal Agency contracting officer.

d. Comply with all requirements established by this Manual and the DFARS.

C. REPORTING

1. Reportable Property

a. Report all AE, Government-owned or leased, regardless of FSC or property category, to the DARIC Redistribution and Sharing Division (DARIC-R) for processing as prescribed by this Manual if it is scheduled for replacement, to be discontinued because of mission change or base closure, or no longer required for the purpose for which it was acquired.

b. A representative list of the most common reportable AE components and systems is provided in Appendix C. The fact that an item does not appear in Appendix C does not exempt it as a reportable item if it is included in the broad definition of AE provided in this Manual.

c. Major systems containing AE such as weapons systems, control systems, and special or automatic test equipment. If the acquisition cost of AE contained in a major system is more than 50 percent of the total system equipment cost, report the entire system to DARIC for screening. Non-ADP components will be screened when turned over to the Property Disposal Agent (PDA) after the DARIC and GSA screening process. If the acquisition cost of the AE in a major system is less than 50 percent of the total system equipment cost, report the entire system in accordance with DoD 4160.21-M, or DFARS, as appropriate. If the initial screening fails to identify a DoD or other Federal Government user for the total system, all AE subsystems and components will be withdrawn from that screening cycle by the holding activity and reported to DARIC for excess screening.

d. Communications AE. It is the responsibility of the installation AE manager to report all excess communications AE physically located at that installation, even though it may have been procured through the Defense Commercial Communications Office (DECCO); for example, modems, couplers, and multiplexors.

e. Information Technology Fund. Report Excess AE acquired from the GSA Information Technology Fund to DARIC in the same manner as Government-owned AE. (See Appendix D.)

f. Third party Equipment. AE acquired from third party companies (other than the original manufacturer) is reportable as excess in the same manner as other excess AE. If it was acquired by purchase or by lease-to-purchase agreement and title is now vested in the Government, report as Government-owned. If it was acquired by lease or lease to ownership and the final lease payment has not been made report as leased equipment. (See Appendix D.)

g. Commercially Available Software. In addition to commercially available software packages that support reported excess AE, stand alone packages may be reported for internal DoD redistribution screening. It is the responsibility of the reporting activity to ensure that there is no infringement on vendor licensing agreements.

h. Repair Parts. Excess repair part are reported as follows:

(1) Repair parts retained with the equipment for maintenance are reported on the same report as the equipment they support. Itemize repair parts with an original individual unit acquisition cost above \$1,500. Combine as one line item all repair parts with an initial unit acquisition cost of \$1,500 or less, and identify them as "Miscellaneous Repair Parts". These repair parts will be transferred with the excess automation equipment they support.

(2) Supply system repair parts with an original individual unit acquisition cost greater than \$1,500 are reported with full descriptions of the parts, including a statement of the particular system, subsystem, and equipment they may be used with.

i. Exchange/"Sale" AE. All AE that is a candidate for the Exchange/"Sale" procedure of an acquisition process must be reported to DARIC for screening with the GSA before exchange. (See Section E for Exchange/"Sale" procedures and Appendix D for reporting instructions.)

2. Exemptions. In addition to exceptions cited in Chapter 1, Paragraph 1.D.3., the following types of equipment are not reportable for redistribution screening:

a. Leased PCAM. Return to the lessor when no longer required in accordance with lease agreement.

b. Cryptologic Mission AE. Equipment acquired by the National Security Agency (NSA) or a Military Department Service Cryptologic Agency as authorized by the Director, NSA, and subsequently becoming excess, shall be reported to NSA in accordance with NSA implementing circulars. The Director, NSA/Chief, Central Security Service administers a separate cryptologic equipment redistribution program for the cryptologic community.

c. Auxiliary or Accessorial AE and ADP Supplies with an Original Unit Acquisition Cost of \$1,500 or Less. Report these items as surplus in accordance with the procedures of DoD 4160.21-M, the FAR, or the DFARS.

d. Repair parts held in the supply system for support of installed AE and determined to be excess by the Item Manager shall not be reported to DARIC if the individual unit original acquisition cost is \$1,500 or less. Transfer to the PDA for disposal action.

3. Reporting Date

a. Initial reporting must be sufficiently in advance of the anticipated availability date to permit complete redistribution screening while the equipment is still in use. The DoD screening period is 60 days; GSA federal screening is an additional 60 days, followed by a 21-day Donation Program screening for Government-owned equipment. DoD Exchange/"Sale" property is not screened for redistribution within the Department of Defense, but must be reported sufficiently in time to allow DARIC to forward the information to GSA for a 60-day Federal screening period. Leased AE is not retained for redistribution screening purposes; therefore, it is the responsibility of the releasing activity to report leased equipment at least 120 days prior to the planned discontinued use.

b. The active automation inventory is monitored by DARIC for equipment projected to be released by a DPI and not reported to DARIC in compliance with the screening requirement. Inquiries will be forwarded to the appropriate DoD component focal point to reconcile discrepancies between release dates on the active AE inventory and lack of submission of the report of excess.

4. Reporting Methods

a. On-Line. The preferred method of reporting excess AE is on-line to ARMS. Formats and procedures for reporting on-line are under development. Implementation will be coordinated with DoD Component Redistribution Focal Points.

b. Standard Form (SF) 120, "Report of Excess Personal Property." Appendix D provides detailed instructions for preparing the SF120 for initial reporting, corrections, and partial or total withdrawals of equipment from the screening process.

5. Reporting Channels

a. DoD Components. Report all excess AE items to DARIC in accordance with applicable DoD Component implementing instructions and this Manual. See Appendix B for implementing Directives.

b. Defense Contractors. Contractors shall submit reports of excess AE to the Administrative Contracting Officer (ACO) or designated representative for transmittal to DARIC.

c. Reports of excess forwarded directly to DARIC should be mailed to:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, VA 22304-6100

6. DARIC Actions

a. Compliance. DARIC will review SF120s to determine compliance with the requirements of this Manual. Reports not properly prepared will be returned to the appropriate office for correction.

b. Outdated AE. All SF120s submitted will be reviewed to determine if the excess AE is outdated, based on GSA criteria. Outdated AE is defined in the FIRM as any ADPE which is over 8 years old (based on the initial commercial installation date of the equipment) and is no longer in production.

c. Waivers. During the review process, DARIC may waive screening on a case-by-case basis dependent on the actual condition of the equipment reported. When redistribution screening is waived, the equipment shall be disposed of in accordance with the instructions contained in the waiver letter sent to the reporting activity.

d. Automatic Release Date (ARD). DARIC will assign ARD's to AE as follows:

(1) Leased AE. The ARD assigned to leased AE will be the same date the equipment is scheduled to be returned to the supplier.

(2) Government-Owned AE. Outdated and Exchange/"Sale" AE are assigned an ARD of 60 days from the review date. The ARD for all other equipment is 120 days after DARIC review. Outdated AE included on an SF120 with other AE is subjected to the 120-day screening cycle.

e. Acknowledgment. DARIC will forward an acknowledgment of receipt of reports of excess to the address listed in Block No. 11 of the SF120. This acknowledgment consists of a computer report that identifies the excess report number, DoD Case Number, ARD, and Agency Control Number (if assigned). It also includes the mailing address of the reporting activity, and instructions to retain the AE pending completion of the 21-day Donation Program screening after the ARD, if applicable. A DARIC-stamped copy of the SF120, or a computer listing, that indicates the date processed and the DoD Case Number assigned will be attached to the report. The stamped SF120 serves as authority for surplus disposal of Government-owned AE that survives excess and Donation Program screening.

7. Retention of Excess

a. Retention of Excess for other than Approved Operational Requirements. DoD Components and Defense contractors shall not retain excess ADPE to satisfy an unapproved or long-range potential requirement, to provide maintenance by redundancy, or to cannibalize as a source of spare parts unless approved by DARIC. Such approval is granted only if no higher priority requirement is identified through normal screening. The fact that a DoD Component or Defense contractor desires to retain equipment for a potential requirement, maintenance by redundancy, or cannibalization shall be clearly indicated on the report of excess. (See Appendix D, paragraph A.1.t(3).j.)

b. Contractor Excess. Excess AE shall not be transferred from one contract to another without DARIC approval, except when a follow-on contract is issued that provides for specific items to be transferred as Government-furnished property, which is to be used for the same purpose for which originally authorized. If excess AE is desired for retention for use on a different contract, the excess report forwarded to DARIC in accordance with procedures outlined in Appendix D should be so annotated. Attach a request authorizing use of the AE on new contract. This request must be certified by an official of the contracting agency.

8. Security

a. DoD Components shall ensure that AE utilized for processing or storing classified or other sensitive information is properly declassified and/or degaussed in accordance with applicable security requirements prior to being reported excess. Excess AE that cannot be properly declassified in accordance with applicable security requirements is subject to classified material disposal procedures.

D. CARE AND HANDLING OF REPORTED EXCESS

1. It is the responsibility of the holding activity to bear the costs of care and handling of excess AE pending disposition.

2. All equipment shall be shipped immediately in accordance with Section J, below, if approved transfer documents are received from DARIC.

3. Government-owned AE reported excess that is no longer required prior to termination of the redistribution screening process should be stored temporarily in a manner to fully protect it from deterioration and physical damage pending completion of the required screening. Care should be taken to ensure that related connecting cables, manuals, schematics, maintenance logs, storage devices containing software applicable to the operation or utility of the equipment, and all other associated documentation are kept with the equipment undergoing screening.

4. Leased AE that is no longer required for use shall be returned to the lessor upon removal from service.

E. EXCHANGE/"SALE" AE

1. This section prescribes DoD policy and procedures governing the Exchange/"Sale" of AE when the Exchange/"Sale" is accomplished as part of a procurement action.

a. Background. When it is determined that Government-owned AE should be replaced, Exchange/"Sale" shall be considered. Exchange/"Sale" is a means of transferring the equipment to be replaced to another Government Agency, with reimbursement, or to the supplier of replacement AE for a trade-in allowance on the contract price so that the proceeds can be applied in whole or in part payment for the replacement AE. "Sale" relates to the proceeds obtained from another Government agency, whereas "Exchange" relates to the trade-in allowance offered by suppliers. The proceeds of the "sale" or the exchange allowance are applied toward the acquisition of replacement AE. Exchange/"Sale" property within the Department of Defense must not be sold to other DoD activities.

b. Procedures

(1) Exchange/"Sale" property is reported to DARIC by DoD Components through their focal points, or by DoD contractors directly, on an SF120 in accordance with instructions outlined in Appendix D.

(2) DARIC will forward the SF120 to GSA for a 60-day Civil Agency screening period. If no interest is shown in the property at the trade-in allowance, GSA will provide DARIC written authorization to allow the Department of Defense to proceed with the exchange transaction. DARIC, in turn, will provide written authorization to the DoD Component. If a Civil Agency initiates action to acquire the equipment, transfer actions will commence and the proceeds of the "sale" will be applied toward payment of the replacement AE.

F. AE REQUIREMENTS

1. Screening. The ARMS is used to accomplish screening for requirements submitted by DoD Components and contractors. There are two types of screening:

a. Prior to Procurement. AE shall not be acquired from commercial sources until it is determined that the requirement cannot be fulfilled through

the AE Redistribution Program at a greater savings to the Government. DoD Components and contractors acquiring AE under a contract with terms that vest the title in the Government, or give the Government either an option to purchase or other residual interest shall determine availability of excess prior to acquisition. Use of the ARMS to accomplish screening for excess AE prior to procurement is mandatory. Certificates of nonavailability will be provided by DARIC upon request.

b. General Purpose Inquiries. Requests for general purpose information on available items of excess AE may also be submitted to DARIC for screening. (See paragraphs F.3.a. and F.3.b., below.)

2. Requirements are not processed for:

- a. Punch Card Accounting Machines.
- b. AE with a unit acquisition cost of \$1,500 or less.
- c. AE listed in Appendix G.

3. Method of Reporting Requirements. Acquiring contracting officers or their designated representatives are responsible for submitting requirements for ARMS screening as soon as the manufacturer, type, and model of the equipment being acquired is determined. There are two methods used to submit requirements:

a. On-line. DoD Components and Defense contractors may add requirements to ARMS from remote terminals. Detailed instructions are available from DARIC.

b. DD Form 1851, Automation Equipment Requirement Form (Revised). The DD Form 1851 is a single part form which is available through DoD Component publication supply channels. Instructions for preparing the DD Form 1851 are on the reverse of the form. (See Appendix F for an example of a completed form.)

c. Forms may be forwarded directly to DARIC at the following address:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, VA 22304-6100

4. ARMS Screening and DARIC Actions. When DARIC receives a DD Form 1851 or an on-line requirement, the requirements are screened on ARMS against all available excess. ARMS provides continuous screening of the requirement against any additional reports of excess subsequently received until the installation date indicated. After initial processing of requirements, DARIC forwards a listing of available excess for consideration, or provides a statement of non-availability (Appendix H). Any results from continuous screening are automatically furnished on an item-by-item basis if additional excess becomes available prior to the designated installation date. During the screening cycle, all reports that identify equipment with a potential to satisfy the requirement are forwarded directly to the requesting activity.

5. Acceptance of AE offered. Suitability of available excess automation equipment offered through ARMS screening to fulfill requirements is the sole determination of the requesting authority. Procurement files should be appropriately documented to support the refusal of equipment offered.

6. Procedures for acquiring excess AE are provided in Section I below, DoD Component implementing Directives, and the DFARS.

G. AVAILABILITY OF EXCESS AE TO REPLACE LEASED INVENTORY

1. Excess Government-owned AE shall be considered at all times as a replacement for installed leased AE if the excess owned AE has the capability to fulfill the systems specifications and its overall costs in terms of acquisition represent the least total overall cost to the Government.

2. When reported excess is added to ARMS, a one-time screening to identify leased inventory (except PCAM), which could be replaced with available excess, is accomplished automatically. Reports identifying the excess and leased inventory are furnished to DoD Component Redistribution Focal Points for evaluation.

3. Transfer of Government-owned excess AE to replace leased AE shall be accomplished in accordance with provisions of this manual. (See Section I.)

4. Any discrepancies on active inventory data noted by the Redistribution Focal Point during evaluation should be brought to the attention of their Inventory Focal Point for immediate corrective action.

H. EXCESS AE BULLETINS

1. Excess AE reported to DARIC for redistribution screening is advertised one time in the excess AE bulletin. The bulletin is distributed approximately weekly to those activities listed on the bulletin mailing list maintained by DARIC-R. Additions, changes, and/or deletions to the mailing list are accomplished upon receipt of a written request. (See Appendix A.)

I. ACQUISITION

1. General. The AE Redistribution Program is the primary source of supply for satisfying AE requirements. All acquisitions of excess AE from other activities of the same DoD Component, other DoD Components, Defense contractors, GSA Information Technology Fund or Federal Agencies, shall be in accordance with the procedures of this Manual.

a. Government-Owned AE

(1) The redistribution of Government-owned excess AE is not a procurement action and, therefore, is not subject to the laws and regulations governing new procurements by DoD Components.

(2) The retention and use of excess owned AE as redundant equipment for maintenance, cannibalization, or as a spare parts source shall not be accomplished prior to receipt of written approval by DARIC.

b. Information Technology Fund Property

(1) The acquisition of non-excess AE from the GSA Information Technology Fund to satisfy approved requirements or to replace installed leased equipment, where economically advantageous to the requiring Component, is not a procurement action and, therefore, is not subject to the laws and regulations governing new procurements. DoD Component activities acquiring AE equipment from the Fund are required to execute a GSA lease agreement. (See Appendix K for a sample of a standard agreement.) Normally, these agreements are executed after receipt of equipment; however, the acquiring activity must obligate funds to cover the GSA lease cost. Appendix L details GSA's responsibility to ensure that equipment will be acceptable for maintenance.

(2) Acquiring GSA Information Technology Fund AE that is excess to the requirements of a DoD holding activity must be accomplished in accordance with procedures established for other DoD Government-owned AE. The acquiring activity and releasing activity shall notify GSA of the redistribution within DoD.

c. Exchange/"Sale" AE. AE offered for Exchange/"Sale" by civil agencies through redistribution requires reimbursement by the acquiring DoD Component.

d. Government-leased AE. The acquisition of excess leased AE through the DoD AE Redistribution Program is a procurement and must be done in compliance with the applicable acquisition laws and regulations.

(1) Approval to lease. Requisitioning documents to acquire excess leased AE where the equipment will continue to be leased must be signed by the appropriate approval authority. They must also state that there is a documented finding and determination consistent with FIRMR 201-24.208 that the leasing of this equipment represents the lowest total overall cost (LTOC).

(2) Approval to convert to Government-owned. To acquire excess leased AE that is to be converted to Government-owned, requisitioning documents shall be signed by the DoD Component or Defense Contractor approval authority, must contain the statement in (a) and must also contain the statement in either (b) or (c).

(a) There is a documented finding and determination in accordance with FIRMR 201-24.208 that the equipment represents the lowest total overall cost (LTOC) to the Government and,

(b) The equipment was selected as a result of a competitive solicitation; or,

(c) A justification and approval under 10 U.S.C. 2304 has been made and documented.

(3) Cost analysis when acquiring leased excess AE should consider availability and cost of acquiring similar equipment from third party suppliers.

(4) AE acquired under any plan, e.g., fixed term, extended rental, or other such plan, where payments are still due is subject to the same conditions as leased AE.

(5) When procurement of installed leased equipment is being considered, DoD Components shall evaluate the feasibility of replacing it with excess leased AE that has accrued more purchase option credits than the installed leased equipment.

(6) Upon receipt of an information copy of the DARIC-approved requisition, the requesting activity should forward a letter to the supplier advising them of the intent to redistribute the excess leased AE.

e. Outdated AE

(1) Use of outdated AE within the Department of Defense is discouraged unless that use results in the lowest total overall cost to the Government. For instance, a justifiable application may include use of outdated equipment as a source for spare parts while waiting for a procurement of replacement equipment. Outdated AE is identified in the DoD Excess AE Bulletin and requests for transfer must include a justification statement. An example is: "Based on our completed obsolescence review, this equipment represents the lowest total overall cost to satisfy an existing mission requirement. Upgrade or replacement is projected for (date)." See Appendix M for a listing of items to be considered in an obsolescence review.

(2) Although GSA does not circulate outdated excess AE for reuse, they maintain a "match list" for those agencies submitting a copy of an acceptable obsolescence review approved by GSA. Requests will be retained on the GSA match list for 1 year, with the possibility of one 6-month extension. All requests for inclusion on GSA's "match list" must be submitted by letter to GSA through DARIC.

f. Cost Benefits

(1) Activities acquiring excess AE are responsible for reporting justifiable cost savings or cost reductions effected by the redistribution.

(2) Savings can include, but are not limited to, use of accrued lease credits towards the purchase of redistributed items, use of Exchange/"Sale" credits, acquisition costs avoided for equipment and spare parts, and cost reductions realized by using redistributed equipment to back-up, enhance systems, or modify existing equipment.

(3) Cost savings or reductions must be included on all transfer documents submitted to DARIC. The method of calculating the savings must also be provided.

2. Determining Availability

a. The availability of excess AE can be determined in three ways:

(1) On-line ARMS Queries. The ARMS is a centralized on-line, remote terminal-accessed database system containing all data associated with excess AE reporting and redistribution. On-line access to ARMS requires DARIC approval. (See Chapter 1, Section I.)

(2) AE Requirement Screening. Submit requirements to DARIC for excess availability screening in accordance with instructions in Section F, paragraph 3.

(3) Excess AE Bulletins. All excess AE is published one-time in the bulletins.

3. Reserving Excess AE

a. When it is determined that a bona fide requirement exists for an item of excess AE identified through ARMS or the Excess AE Bulletin, the requiring activity shall:

(1) Query ARMS directly or through their Component focal point for a point of contact at the releasing activity to obtain more specific information concerning the excess AE.

(2) Verify the reported condition and suitability (features, field upgrades, etc.) of the excess AE with the releasing activity.

(3) Request the Component focal point to place a hold on ARMS for the excess equipment, determine if any other holds have been placed previously, and determine the priorities of the holds.

(4) Cancel any holds placed on equipment if it is subsequently determined that the excess AE cannot be used.

(5) Obtain information from the DoD Component focal point on the correct Component procedures for processing requisitions to acquire excess AE.

b. Requisitioning documents must be furnished to DARIC within 30 calendar days of the date the hold was placed. The Component focal point may request DARIC to extend the hold if unusual circumstances create the need for more time to complete the acquisition approval process. An extension will be granted to the Focal point if there is no other approved requirement for the excess AE.

4. Considerations for Use

a. Multiple requirements. To obtain maximum economic advantage to the Government, redistribution of excess owned AE to satisfy approved requirements generally shall be considered in the following priority order:

(1) To replace leased AE that is identical or functionally compatible.

(2) To avoid a funded procurement of new AE that is identical or functional compatible.

(3) To transfer to cost-reimbursement type contracts for use as in paragraphs (1) and (2) above.

(4) To modify Government-owned AE to make it identical or functionally compatible.

(5) To provide maintenance by redundancy; i.e., backup for installed AE.

(6) To cannibalize in order to have a source for maintenance parts.

(7) To transfer to grantees in accordance with FIRMR 201-33.010-2 and 201-33.010-3.

b. **Proprietary Requirements.** The DoD Component reporting excess AE has automatic priority for redistribution to replace leased AE, to avoid procurement for approved requirements, or to modify Government-owned AE, provided a DoD Component focal point approved requisition is received by DARIC 60 days prior to the ARD.

5. Requisition Documents

a. DD Form 1149, "Requisition and Invoice/Shipping Document," is used to acquire excess AE generated by DoD Component and Defense Contractors. Prepare in accordance with the detailed procedures outlined in Appendix I.

b. Standard Form (SF) 122, "Transfer Order Excess Personal Property," is used to acquire excess AE generated by Civil Agencies. Each SF122 processed by GSA is subject to a \$350 service fee, payable to GSA. Prepare as outlined in Appendix J.

c. **Intra-service or intra-agency Redistribution Transactions.** These transactions shall be submitted to DARIC by the DoD Component Redistribution Focal Points for inclusion in ARMS for statistical analysis. There are two methods of reporting:

(a) **Forms.** Attach a copy of the reporting activities' SF120 to a copy of the receiving activities' DD Form 1149 marked "Intra-Service or Intra-Agency Transfer." Transfer priority and cost benefit information must be included on the DD Form 1149. (See Appendix I.)

(b) **Letter.** As a minimum, the following information must be included: Names and address of the reporting and receiving activities; manufacturer, type, model, quantity, price and owner (Government-owned or leased) of AE transferred; priority and cost benefit information.

Once AE is reported to DARIC for DoD-wide screening, a DoD Component-approved DD Form 1149 must be forwarded to DARIC for approval to effect an intra-Service or intra-agency transfer.

d. **Contractor requisitions.** All DD Form 1149s and SF122s forwarded to DARIC to acquire excess AE for use on contracts and/or grants must include the following:

(1) Contract number and expiration date of the contract.

(2) Contract cost reduction in dollars that the transfer will generate; or,

(3) The enhancement of the product or benefit of the contract that the transfer will provide.

(4) Certification of the above by an authorized official of the contracting agency, including the address and telephone number of the certifying official.

DARIC will not process requisitions submitted without appropriate information as stated above and in Appendixes I and J. Such requisitions will be returned to the requesting activity without action.

6. Approval Channels

a. DoD Component Activities. It is the responsibility of the requesting activity to forward documents for acquisition to DARIC through Component approval channels established by their appropriate DoD Component implementing Directives.

b. Contractors and/or Grantees. Contracting officers and/or their designated Administrative Contracting Officers are responsible for determining that the DFARS requirements for acquisition of AE have been satisfied before approving and forwarding requests for excess AE to DARIC.

J. TRANSFER OF EXCESS

1. Transfer to DoD Activities and Civil Agencies

a. General. Once DoD excess AE is reported to DARIC, it will be managed by DARIC and all transactions for subsequent redistribution, including donation requirements, must be processed through DARIC. The transfer of excess AE for use on contracts and/or grants will be accomplished in accordance with the priorities and procedures established by this Manual.

b. Processing Transfer Documents

(1) Intra-Service or Intra-Agency Transfers. DARIC will assign a DoD Case Number and enter the transaction on ARMS.

(2) DD Form 1149s. DARIC will evaluate the requisition and, if approved, will forward the original copy to the releasing activity to accomplish the requested shipment. A copy of the DARIC approved DD Form 1149 will be sent to the requesting activity.

(3) SF122s. DARIC will evaluate the SF122 and if DoD approval is granted, the original and four copies will be forwarded to GSA for approval and transmittal to the reporting civil agency for subsequent shipment. One copy of the DARIC-approved SF122 will be sent to the requesting activity.

c. Leased AE. Upon receipt of approved transfer documents from DARIC, the releasing activity shall provide the supplier or local representatives written notice of the proposed transfer. Include the name of the manufacturer, type, model, serial number of the excess AE, and the name of the requesting activity that will assume the lease of the equipment. Questions concerning the mode of shipment or address should be referred to the receiving

installation contact indicated on the transfer document. The supplier's representative and/or engineer may supervise preparing the equipment for loading and shipment when no longer required by the releasing activity. The requesting activity should be notified immediately of delays in release for shipment.

2. Transfer to Donees of the GSA Donation Program

a. GSA Donation screening. Upon completion of the Federal screening cycle, GSA will notify eligible donees through the GSA Donation Program of DoD available donable AE. Activities originating SF120s are not required to provide any additional reports to GSA central or regional offices.

b. GSA Donation Transfer Document. Transfer of excess AE by DoD activities to donees is accomplished only after receipt of a DARIC-approved original (white copy) Standard Form (SF) 123, "Application for Donation of Surplus Personal Property." (See Appendix N.) DARIC will furnish the requesting activity one copy of the approved SF123.

3. Preparation for Shipment. After receipt of an approved transfer document from DARIC, the releasing activity shall effect transfer as soon as the equipment is taken off-line. Questions concerning mode of shipment, funding, or scheduling should be referred to the recipient indicated on the transfer document. It is the responsibility of the releasing activity to prepare the AE for shipment in a manner that will not only satisfy carrier requirements and assure delivery in good order at the destination, but will be cost effective. Consideration should be given to alternate transportation modes and specialized carrier equipment as well as to the type and capacities of the consignee's handling equipment. As an example, padded air ride vans should be considered as an alternate to, or a means of, reducing packaging requirements and costs. Since the Department of Defense is a self-insurer, special care should be taken to assure that released valuations are commensurate with known or suspected risk factors. For example, when minimum protection or some other nonproven form of commercial practice is specified in lieu of a proven military or manufacturer design, there is no justification for shipping at a reduced release valuation. (See paragraph 214049 of the Defense Traffic Management Regulation, Note 1, below.) Military Levels A and B and Commercial Packaging, as applicable, will be accomplished in accordance with MIL-A-83995 (USAF) when the manufacturer's specification is not available. Regardless of the mode or specialized transportation equipment, the following steps, as a minimum, will be taken in the absence of a proven military or manufacturer's specifications:

a. Include all connecting cables, spare parts, engineering drawings, operating handbooks, and records of maintenance with the shipment.

b. Internal preparation, consisting of cleaning, immobilization blocking and bracing, shall be accomplished by technically qualified personnel in accordance with applicable equipment technical orders, operating manuals, or maintenance handbooks.

(1) Cleanliness. Items shall be free from dirt and contaminants, which would contribute to deterioration of the item or which would require cleaning by the customer prior to use. Coating and preservation applied to the item for protection are not considered contaminants.

(2) Preservation. Items susceptible to corrosion or deterioration must be provided protection, such as preservative coatings, volatile corrosion inhibitors, or desiccated unit packs, when appropriate.

(3) Cushioning. Items requiring surface protection from physical and mechanical damage or which are fragile in nature shall be protected by wrapping, cushioning, or other means to dampen and distribute shock and vibration during handling and shipment.

(4) Packing. Items processed as above shall be packed to meet carrier acceptance and safe delivery to destination at lowest rates in compliance with requirements or carrier's rules and regulations applicable to the mode of transportation.

(5) Carrier Selection. There must be evidence of proven performance in the handling and movement of AE by the proposed carrier(s). Every attempt should be made to limit moves to a direct line haul carrier. For shipments over 10,000 pounds, MTMC will obtain the routing - see Chapter 17 of the Defense Traffic Management Regulation.

(6) Loss and Damage. All transportation-type discrepancies shall be reported in accordance with applicable regulations. (See Notes 2 and 3 below.)

NOTE 1: Defense Traffic Management Regulation (DTMR)

AR 55-355
NAVSUPINST 4600.70
AFR 75-2
MCO P4600.14B
DLAR 4500.3

NOTE 2: Reporting of Transportation Discrepancies in Shipments

AR 55-38
NAVSUPINST 4610.33C
AFR 75-18
MCO P4610.19D
DLAR 4500.15

NOTE 3: Reporting of Item and Packaging Discrepancies

DLAR 4140.55
AR 735-11-2
SECNAVINST 4355.18
AFR 400.54
MCO 4430.3-J

4. Transfer Arrangements. It is the responsibility of the requesting and releasing activities to coordinate the details of the transfer and any related problems through their local transportation offices in accordance with the requirements of this Manual and the DoD Component or Defense Contractor implementing Directives. Contact the appropriate DoD Component focal point if further assistance is required. When transfer documents indicate that the

requesting activity will pick up requisitioned AE, the releasing activity is responsible for notifying the requesting activity contact point when the equipment is ready for transfer.

5. Transfer Costs. Acquiring DoD Component or Federal Agency funds to cover the cost of preparations for shipment and transportation shall be cited on the transfer documents.

K. DISPOSITION AFTER EXCESS SCREENING

1. Leased AE. Leased AE shall be returned to the supplier when it is no longer required, regardless of assigned ARD, unless DARIC has forwarded appropriate transfer documents.

2. Government-owned AE

a. Government-owned AE shall not be transferred to the local PDA for surplus disposal until completion of the 21-day Donation Program screening period after the assigned ARD. Surplus AE transferred to the PDA for donation must include a copy of the SF120 indicating the DARIC assigned DoD case number and the ARD. Prepare a turn-in document (DD Form 1348) for each line item listed on the SF120. In instances where screening has been waived by DARIC, attach to the turn-in document a copy of the letter that waives screening. Approved transfer documents received by a reporting activity after AE is released to a Defense Reutilization and Marketing Office (DRMO) for surplus screening shall be annotated with the turn-in document number and forwarded to the DRMO for subsequent shipment. The reporting activity should then provide the requester the location of the equipment. It is the responsibility of the requesting activity to contact the DRMO to verify that the equipment is still in the condition initially reported.

b. Property Disposal Agent (PDA)

(1) AE will not be accepted by the PDA unless all screening requirements of this Manual have been completed. Excess AE transferred to the PDA is disposed of as surplus in accordance with DoD 4160.21-M. Property Disposal Agents should not accept excess AE from other Federal Agencies unless certification is provided that the required screening has been accomplished through GSA, and the case number assigned by GSA is included.

(2) Any need for excess AE, identified by DARIC, will take precedence over surplus disposal provided such need is made known prior to shipment or delivery in case of donation, or prior to contract award in case of sale.

c. Contractor Inventory. Dispose of contractor inventory as surplus in accordance with the DFARS after completion of screening requirements established by this Manual.

d. Disposition After Cannibalization. Activities that receive DARIC approval to cannibalize excess AE for spare parts shall turn the residue over to the nearest Defense PDA for disposition upon completion of cannibalization. Attach a copy of the DARIC cannibalization approval document to the turn-in document for disposal authorization.

L. STATISTICAL REPORTING

1. DARIC shall prepare an annual fiscal year report on the DoD Automation Equipment Redistribution Program. The report, reflecting cumulative data for the current and past fiscal years, will be provided to the OASD(C) and DoD Components.

CHAPTER 3

AUTOMATION RESOURCES SHARINGA. INTRODUCTION

1. Purpose. The purpose of the Department of Defense Automation Resources Sharing Program is to provide a vehicle for Defense activities to take full advantage of DoD automation resources at a cost savings over the use of commercial services and to make all of the Federal Government cognizant of DoD resources available for sharing in accordance with the Federal Information Resources Management Regulation (FIRMR) Part 201-31 and the Office of the Management and Budget (OMB) Circular A-130, Appendix II, "Cost Accounting, Cost Recovery and Interagency Sharing of Information Technology Facilities." This Chapter establishes uniform procedures for the sharing of automation resources and is intended to assist Defense activities in achieving maximum utilization of the automation resources within the Department of Defense.

2. Applicability. This Chapter is applicable to any DoD activity that:

- a. Has excess ADP capacity available for use by other DoD and Government Agencies;
- b. Has ADP requirements that exceed the capability of currently existing resources; or,
- c. Wants to evaluate hardware and/or software prior to acquisition or test an alternative processing environment.

3. Exemptions. The following ADP resources are exempt from the requirements for resource sharing:

- a. Automation equipment (AE) where the function, operation, or use involves intelligence activities.
- b. Non-degaussable AE used to process classified data.
- c. Cryptologic mission AE.
- d. AE built or modified to special Government design specification with no general purpose applicability and used as part of a space or weapons system.
- e. Analog computers.
- f. Computer systems with an original acquisition cost under \$100,000.
- g. Systems more than 8 years old and no longer in current production (outdated AE).

4. Meetings. The Defense Automation Resources Information Center (DARIC) conducts periodic meetings to review items of common interest to

program participants. The DoD Component focal points for resource sharing (Appendix BB) are encouraged to suggest topics for discussion and to give presentations relative to their resource sharing experiences.

B. REPORTING PROCEDURES

1. Availability Reporting

a. It is the responsibility of the DoD Component focal points to insure that activities submit profiles of available AE within their Data Processing Installations (DPIs) and that the profile data is kept up to date.

b. Each computer system available for sharing is to be reported on a separate profile and must contain the following information:

(1) Name of the reporting DoD Component or 2-character agency code (Appendix S).

(2) Point of contact and an alternate. Maximum 25 characters each.

(3) Commercial (XXX-XXX-XXXX) and AUTOVON (XXX-XXXX) telephone numbers for both the point of contact and alternate.

(4) Location of ADP resource, including post, base, camp or installation; city; state and ZIP code +4. Maximum 90 characters.

(5) Four-digit DPI number furnished by the funding DoD Component. DoD contractors can obtain this number from their Administrative Contracting Officer (ACO). Cannot be 0000 or ZZZZ.

(6) Name of system manufacturer or ARMS manufacturer code (3-characters).

(7) System type and model as assigned by the manufacturer. Maximum 20 characters.

(8) Commercial software installed on the system. Maximum 150 characters.

(9) Data base management systems installed on the system. Maximum 150 characters.

(10) Programming languages supported by the system. Maximum 150 characters.

(11) Processing environment under which the system operates, e.g., batch, on-line, multiprocessing. Maximum 150 characters.

(12) Operating systems installed on the system. Maximum 150 characters.

(13) Additional information, e.g., hours of operation, additional hardware and software installed, security considerations, etc. Maximum 150 characters.

NOTE: See Appendix O for a sample profile.

c. Methods of reporting

(1) On-line to the ARMS database using a modem with a micro-computer or dial-up terminal. The on-line updating capability supports the adding, changing, and deleting of profiles. Instructions for on-line profile updating are available and may be obtained by writing to:

Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, VA 22304-6100

(2) To DARIC by letter.

d. Frequency of reporting. Whenever an installation determines that it has resources available for sharing or an existing profile needs to be changed.

e. All profiles will be included in the Automation Resources Sharing Directory, which is available on-line and in hardcopy form. The hardcopy version is distributed to the DoD Component focal points by 30 June and 31 December.

f. DARIC will forward all profile data to the General Services Administration for inclusion in their Federal Information Resources Management Regulation Bulletin updates.

2. Requirements Screening

a. Prior to the acquisition of ADP resources or the use of commercial sharing services, the DoD Component focal points shall attempt to satisfy the ADP resource requirements of their activities via on-line screening of the ARMS data base. If this screening does not successfully match a system to the requirement, a Certificate of Non-availability will be computer-generated and must be attached to any procurement requests for ADP resources (See Appendix P for sample output from requirements screening.)

b. When there are one or more systems in the Directory matching the requirement, it is the responsibility of the DoD Component requiring the ADP resources to contact the potential provider of the resources and negotiate terms of service and reimbursement. The activity acquiring the services will provide its focal point with the results of any agreements negotiated.

3. Sharing Accomplished

a. Sharing arrangements shall be made on the basis of reimbursement for the full costs of providing services. Total sharing arrangements where the annual reimbursement exceeds \$500,000 are to be documented by individual written agreement. This agreement will identify, at a minimum, the services available for sharing, the service priority procedures and terms to be afforded each user, the prices to be charged for providing services, and arrangements for terminating the sharing agreement.

b. DoD Components are required to submit reports of ADP sharing and use of commercial ADP services on the July, 1985 revision of GSA Form 2068-A (Appendix Q) whenever the cost of sharing services provided to an Agency exceeds \$10,000 for the fiscal year. Provide the name of the agency receiving the services at the top of the report and submit a separate Form 2068-A for each central processor used to provide the services. The reports are to be routed through the DoD Component focal points to DARIC each year upon completion of the sharing arrangement or by October 31 if the services are provided throughout the fiscal year. DARIC will consolidate all DoD sharing utilization and submit a combined annual report to GSA by November 30.

CHAPTER 4

AUTOMATION INVENTORY REPORTINGA. INTRODUCTION1. Purpose

a. The purposes of this Chapter are to establish a uniform procedure for reporting changes to the information and/or automation technology resources inventory, and to describe the features of ARMS to better accommodate its users. The purposes of the Automation Inventory data are:

(1) To establish and maintain an accurate and timely representation of the automatic data processing equipment (ADPE) resources that support the Department of Defense and that will be responsive to internal DoD management needs and authorized inquiries from the public and other governmental authorities.

(2) To provide feedback measures and indicators that assist in evaluating the need for policies and programs dealing with ADPE resources and Component implementation of existing policies and programs.

(3) To provide a data base that has the breadth, accuracy, and timeliness required for meaningful analysis by DoD staff to identify opportunities for improvements in the management or curtailment of misuse of ADPE resources, and to maintain comparability with measures and indicators utilized across the Federal Government and by the private sector for like purposes.

(4) To support program and trend analyses that will provide quantitative data reflecting how information technology supports the defense mission.

b. The ARMS data base is the principal repository within the Department of Defense of data on DoD computer hardware. Such data is used to develop information for a number of purposes. Examples include: meeting executive branch and congressional requests for information; meeting Freedom of Information Act requests; analyzing DoD agency needs for equipment acquisition or replacement; and analyzing and developing information in support of the budget process. It is vital to DoD operations and to national defense that the data in the ARMS data base be complete and accurate. Accordingly, it is important that those activities to which this Chapter is applicable report all changes to the DoD Automation Inventory following the procedures described herein.

2. Scope. This section covers reporting requirements for general purpose automation equipment (AE) and mission critical computer resources (including microcomputers, minicomputers, and office automation equipment). Included are requirements for Data Processing Installations (DPIs) to report DPI data. Also included is information on reports returned to the submitters of data, and information on the ad hoc capabilities of ARMS.

3. Exemptions. The following classes of ADPE are exempt from the reporting requirements of this Chapter:

- a. Analog computers even though a part of a hybrid system (the digital computer portion of the hybrid computer system is not exempt);
- b. ADPE that is both integral to a combat weapon or space system and built or modified to special Government design;
- c. All embedded computers within tactical intelligence systems;
- d. Other embedded computers;
- e. Computers used for DoD Component cryptologic applications;
- f. ADPE supporting the Mapping, Charting, and Geodesy Exploitation Modernization Program;
- g. AE, the function, operation, or use of which is critical to the direct fulfillment of classified intelligence missions;
- h. Computers supporting intelligence systems in the areas of software development, operational simulators, or maintenance training where full compatibility with mission systems is required; and,
- i. Government-owned and leased ADPE that is independent of a system configuration and has a unit cost which does not exceed \$50,000, or lease charges do not exceed \$1,700 per month.

4. Automation Inventory. There are two inventory record types reported to ARMS:

a. Detailed Records. Detailed inventory records include comprehensive data and must be submitted to report:

(1) ADPE systems that are totally Government-owned and the aggregate purchase price exceeds \$50,000;

(2) ADPE systems that are partially Government-owned and partially leased, when the total purchase price of the Government-owned components exceeds \$50,000 and the total monthly lease charges for the leased components exceed \$1,700;

(3) Leased ADPE systems when the monthly lease charges for the total configuration exceed \$1,700; and,

(4) Government-owned and leased ADPE that is reported independent of a system configuration, and the unit cost exceeds \$50,000, or the lease charges exceed \$1,700.

Each record describes one specific, identifiable item. A typical detailed record contains data used to identify the hardware, and also contains financial, organizational, functional, and other management data. Examples of detailed automation inventory records in ARMS are central processing units, consoles, high speed printers, etc.

b. Summary records. These records require fewer data elements than the detailed records and must be submitted to report:

(1) ADPE systems that are totally Government-owned, and the aggregate purchase price does not exceed \$50,000;

(2) ADPE systems that are partially Government-owned and partially leased, when the total purchase price of the Government-owned components does not exceed \$50,000, and the total rental charges for the leased components do not exceed \$1,700 per month; and,

(3) Leased ADPE systems when the monthly lease charges for the total configuration do not exceed \$1,700.

Summary records represent a total count of systems in the above categories within a DoD Component. Examples of equipment on summary records include minicomputers and microcomputers. NOTE: Reporting summarized data to ARMS does not eliminate the requirement to maintain detailed inventory records that provide comprehensive management data required by oversight or Component control activities; for example, data processing installation number, acquisition date and serial number. Detailed records are to be maintained at the Component-level in accordance with DoD Component internal Directives. Components may retrieve automation inventory data for their DPI's (one DPI at a time) on floppy disks by direct downloading from the ARMS data base. For further information, contact the Director of DARIC. A listing of automation inventory for any specified DPI is available via terminal (Procedure 8152427) as described in the ARMS Users Guide.

5. Certification. The Senior Information Resources Management Official in each Component is required to certify annually to the Office of the Secretary of Defense (Comptroller) the accuracy and completeness of the data in ARMS that pertains to his Component's automation inventory.

B. REPORTING PROCEDURES

1. Data Processing Installations (DPIs)

a. DoD Components shall identify to DARIC organizational units that meet any of the following criteria:

(1) Use or plan to use ADPE.

(2) Acquire or plan to acquire AE services (i.e., services for machine time, operations, and maintenance; systems analysis and design; programming, training and studies or advice on equipment acquisition, selection and use) from Government or other sources.

(3) Have Components that perform ADP functions such as coordinating ADP programs and activities; developing, programming, and implementing systems; reviewing, recommending, or selecting ADPE; approving the acquisition of ADP equipment or services; or providing ADP services on a consulting or project basis for agency ADP units.

b. Data Processing Installation data to be reported to DARIC.

NOTE: DPI data is not to be reported if the total automation inventory for the reporting activity is comprised of systems reported in summarized format. (See paragraph B.2.e.(3).)

(1) Purpose. To provide DARIC with data on new and/or changed DPIs for updating the appropriate files.

(2) Frequency of reporting. Whenever a new DPI is established, or an existing one changed or deleted.

(3) Methods of reporting. Additions, changes, or deletions may be reported by letter, by magnetic tape or floppy disk (see paragraph B.1.b(4)(b)), or by on line reporting (see Section C) in accordance with DoD Component implementing instructions and this Manual.

(4) Data to be reported

(a) Letter requests. To report additions and changes, include the following information:

*1 Intent (add a DPI or change an existing one).

*2 Agency name or 2-character agency code (Appendix S).

*3 The DPI number. Must be a 4-character code unique within the reporting agency. Cannot be 0000 or ZZZZ.

4 Clear text identification of the activity; e.g., Norfolk Naval Shipyard (Maximum of 30 characters).

5 City and State or Country in which the activity is located (e.g., Norfolk, Virginia, or Munich, Germany).

*6 Office, command or bureau that has responsibility for the asset; e.g., Sea Systems Command.

7 Unit Identification Code (UIC) (an optional field reserved for use by the Navy only).

8 Category of the DPI: Government facility owned by the Government; contractor in a Government facility; contractor in a non-Government facility; State, city or local Government; or other.

9 Title and address of action officer (Maximum of 69 characters).

10 Commercial phone number, including area code.

11 AUTOVON number.

12 Complete mailing address. Include Post or Camp or Station, Street, and P.O. Box/RFD No. (Maximum of 69 characters).

13 Attention Line (Maximum of 25 characters).

14 ZIP CODE +4 (9 characters).

* Classified location activities report only this data.

Data to be reported for deletions:

- 1 Intent (delete a DPI and all associated equipment inventory).
- 2 Agency name or 2-character agency Code (Appendix S).
- 3 The DPI number.

(b) Magnetic tape and floppy disk submissions. Magnetic tapes should have standard IBM labels, fixed length records of 350 characters each, and be blocked one logical record to a block, 9-track, and density of 1600 or 6250 BPI. Each tape should be clearly labeled containing reel number, record length, block size, density, and number of records. Transmittals via floppy disk should also have 350-character, fixed length records. Disks must be IBM compatible, 5½ inch, ASCII, MS-DOS, and the file name extension must be "DAT"; for example, FILENAME.DAT. Data is to be reported in the following format:

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'UA'	
3	1	Transaction Code (NOTE 1 - Notes start on page 4-6)	A83TRANS
4	1	Classified Location Indicator (2)	CLI
5-6	2	Agency Code (3)	AGYCD
7-10	4	Data Processing Installation Number (4)	DPI
11	1	Type of Operating Facility (5)	OPERATED
12-13	2	Office Code (6)	OFFICECD
14-43	30	Office that is Parent Organization of the DPI	OFFICE
44-47	4	Geographic Location Code (7)	CITYCD
48-69	22	City	CITY
70-71	2	State or Country Code (3)	STATE
72-76	5	State or Country Abbrevia- tion	STATEABR
77-106	30	Activity	ACTIVITY

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
107-115	9	Postal Zip Code (No dashes)	ZIP
116-184	69	Title and Address of Contact for Additional Information	ADDINFO
185-194	10	Commercial Phone Number (Include area code-no dashes)	PHONE
195-201	7	AUTOVON Phone Number (No dashes)	AUTOVON
202-226	25	Attention Line	ATTN
227-256	30	Office and/or Street Address	ADDRESS LINE 1
257-278	22	Mailing City if different from location	ADDRESS CITY
279-280	2	Mailing State Abbreviation (3)	ADDRESS STATEABR
281	1	Command Bureau Code (Navy Use Only)	COMMAND BUREAU CODE
282-286	5	Unit ID Code (Navy Use Only)	Unit ID CODE
287-290	4	Transaction Date (YYMM)	TRANSDATE
291-350	60	Blank (8)	

NOTES:

1. Codes: 1-Add
2-Change
9-Delete (Only AGYCD and DPI number required)
2. Use 'C' if classified activity; else blank. If code is present, only fields RECID, A83TRANS, AGYCD, DPI and OFFICE need be reported.
3. Must be valid agency code or state code, whichever is applicable. Agency codes are listed in Appendix S of this Manual. Abbreviations and codes are listed in Appendix E, ARMS Users Guide, October 1987 edition.
4. Must be 4-character code unique within the reporting agency. Cannot be 0000 or ZZZZ.

5. Codes: 1-Government facility owned by the Government
2-Contractor in a Government facility
3-Contractor in a non-Government facility
4-State, city, or local Government
5-Other
6. Unique office identifier. If not locally available, call DARIC (Commercial telephone number 202-274-6550 or AUTOVON 284-6550) for code.
7. Optional. Available in the GSA Office of Finance publication, "Worldwide Geographical Location Codes."
8. Must be provided to meet the requirement of a 350 character, fixed length record.

c. DARIC will develop procedures to periodically validate this data with the Components.

2. System or Machine Component Data

a. Purpose. To provide DARIC with data on new, changed, or deleted computer inventory for updating the appropriate files.

b. Method of reporting (Additions, Changes and/or Deletions). On-line, magnetic tape, or floppy disk. Transmittals via magnetic tape should have standard IBM labels, fixed length records of 100 characters each, and be blocked 50 logical records to a block, 9 track, and density of 1600 BPI or 6250 BPI. Transmittals via floppy disk should also have 100-character, fixed length records. Disks must be IBM compatible, 5 $\frac{1}{4}$ inch, ASCII, MS-DOS, and the file name extension must be "DAT"; for example, FILENAME.DAT. For on-line reporting, see Section C, below.

NOTE: Addition, Change and Deletion records should be submitted on the same tape or floppy disk.

c. Frequency of reporting

(1) Detailed Records. Data must be received by DARIC no later than the 15th of the month following the end of each reporting quarter.

(2) Summary records. Data must be received by DARIC annually no later than 15 days following the end of the 4th fiscal quarter.

d. Reporting Government-owned or leased equipment furnished to contractors. Information required on contractor acquired ADP equipment identified in Chapter 1, paragraph D, shall be reported by the DoD Component having primary cognizance or, in the absence of an assignment of primary cognizance, by the DoD Component having the preponderance of business with the contractor in terms of dollar value of contract sales.

e. Formats

(1) Format for reporting detailed machine component data.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'NS' (NOTE 9 - Notes begin on Page 4-11)	
3	1	Acquisition Code (1)	ACQUISITION CODE
4	1	System CPU Designation	SYSTEM CPU
5-6	2	Agency Code (1)	AGYCD
7-10	4	Data Processing Installation Identifier	DPI
11-12	2	System Number	SYSNO
13-14	2	Class Code (1)	CLASS
15-17	3	Manufacturers Code (1)	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
34-48	15	Serial Number	SERIAL
49-51	3	Supplier Code (1) (only if different from MFR code)	SUPPLIER
52	1	Owner Code (1)	OWNER
53	1	Maintenance Code (1)	MAINT
54-60	7	Acquisition Cost	PRICE
61-66	6	Monthly Rental or Lease Cost	RENT
67-72	6	Monthly Maintenance Cost	MAINTCOST
73-76	4	Installation Date (YYMM)	INSTLDATE
77-78	2	Fiscal Year of Expiration of Planned/Extended System Life (YY) (2)	FY EXPIRE
79-80	2	Fiscal Year of Planned System Upgrade (YY)	FY UPGRADE
81	1	New Start Code (1,3)	NEW START

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
82-83	2	Function Code (1,3)	FUNCTION CODE
84-87	4	Actual Purchase Date for Lease Buyout Inventory or conversion from lease to purchase (YYMM)	ACTPUR
88	1	Mission Critical Code (3)	MC CODE
89-100	12	Blank (8)	

(2) Formats for deletions from the detailed inventory

(a) Complete System Deletions - all components of the system will be deleted.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'AA' (9)	
5-6	2	Agency Code	AGYCD
7-10	4	Data Processing Installation Identifier	DPI
11-12	2	System Number	SYSNO
15-17	3	Manufacturer Code of System CPU Record	MFR
18-27	10	Type Designation of System CPU Record	TYPE
28-100	73	Blank (8)	

(b) Machine Component Deletions - one specific component will be deleted.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'AS' (9)	
5-6	2	Agency Code	AGYCD
7-10	4	Data Processing Installation Identifier	DPI

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
11-12	2	System Number	SYSNO
15-17	3	Manufacturer Code	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
34-48	15	Serial Number	SERIAL
49-100	52	Blank (8)	

(3) *Summary records.* A summary record is submitted when the manufacturer, type, model, supplier, and acquisition code are identical for one or more systems that meet the dollar threshold for summary reporting. The quantity represents the total number of systems summarized. For example, six microcomputers manufactured and supplied by IBM for which the type is 5160 and the model is 68, acquisition code is 1 (competed), and each system cost does not exceed \$50,000 would be reported on one summary record. The acquisition cost would reflect the aggregate value of all systems. Each annual summary submission will replace (rather than add to) the previous submissions. Therefore, each annual submission should include the total acquisition cost and quantity of all systems reported previously in this format, regardless of the year of acquisition. For example, one record on the annual summary report could include the total number of Apple IIE microcomputers acquired since (and including) Fiscal Year 1983 through the current reporting fiscal year.

<u>CHARACTER POSITION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>DATA BASE NAME</u>
1-2	2	'NX' or 'NW' (4,9)	
3	1	Acquisition Code (1)	ACQUISITION CODE
5-6	2	Agency Code (1)	AGYCD
15-17	3	Manufacturer Code (1)	MFR
18-27	10	Type Designation	TYPE
28-33	6	Model Designation	MODEL
49-51	3	Supplier Code (1) (Only if different from MFR Code)	SUPPLIER
54-61	8	Acquisition Cost (5,7)	PRICE
89-94	6	Quantity (6,7)	QTYRPD
95-100	6	BLANK (8)	

(4) Summary record changes. Changes to summary records may be submitted at any time, and may be made by letter to the Director, DARIC, on-line (Section C), or by batch submission. In batch mode, summary records may be modified during the fiscal year by deleting the record on file and submitting a replacement record (format as described in above paragraph). Deleting the record on file is accomplished by submitting a duplicate of the original record with an identifying 'NW' in the first two positions. Replacing it is accomplished by submitting a new record with the new data and 'NX' in the first two positions. If summary reports are modified by letter, all the information specified above must be provided.

NOTES

1. Must contain valid codes as shown in Appendices R thru X (except for the manufacturer, for which the table is maintained separately. Procedure 8152424 allows on-line access to the manufacturer and/or supplier table.)
2. First submission of this will be recorded as FY of Expiration of Planned System Life. Subsequent submissions will be recorded as FY of Expiration of Extended System Life.
3. Only required for system CPUs (CLASS=01 and SYSTEM CPU=1) or stand alone CPUs (CLASS=01 and SYSNO='XX' or 'ZZ'). See paragraph B.3.t. for new start code, paragraph B.3.u. for function code, and paragraph B.3.w. for mission critical code.
4. This is a summary record. Only one record need be submitted by a DoD Component for systems summarized by manufacturer, type, model, supplier, and acquisition code.
5. The total acquisition cost of all the systems that are summarized in this record.
6. The number of systems that are summarized in this record.
7. If quantity and/or acquisition cost is zero, the record will not be included in ARMS.
8. Must be provided to meet the requirement of a 100-character, fixed length record.
9. The codes in character positions 1 and 2 of each transaction record are as follows:
 - *AA - Delete an entire system (all components).
 - *AS - Delete a single component.
 - *NS - Add a new component or change an existing one.
 - NW - Delete a summary record (exact values on file must be used to delete a record).
 - NX - Add a summary record.

*Not to be used with summary records.

3. Data Fields for Inventory Reporting. The following is an explanation of the data fields associated with the reporting of automation inventory to DARIC:

a. Acquisition Code - A code from 1 through 9 denoting the type of acquisition (Appendix R). If not provided, a code of 'A' will be generated.

b. System CPU designation - A system configuration is represented by a set of one or more components; i.e., DEQ VAX11780, IBM 4341, etc. System configurations having only one CPU will automatically have that CPU tagged as the system CPU when processed into the ARMS data base. System configurations reported with multiple CPUs for the same system, as identified by system number (SYSNO), should have one of the CPUs designated as the System CPU. A '1' is placed in character position 4 of the machine record for the designated CPU. If none is so designated, ARMS processing will designate one of the CPUs as the system CPU. The System CPU controls the system designation and associated system data for the configuration. Deleting this item will not result in the entire system being deleted.

c. Agency Code - A standard 2-letter code (Appendix S). This is a mandatory field. It must be provided or the record will be rejected.

d. DPI No. - An arbitrary 4-character alphanumeric designation usually assigned by the reporting agency. Must be unique within an agency to identify a specific data processing installation. The values 'ZZZZ' and '0000' are prohibited. Transactions received without a DPI number will be identified during ARMS processing and submitting agencies notified. The record will be accepted, but the generated ARMS record will not carry any DPI data.

e. System Number - System number is used to identify designated system configurations within a Data Processing Installation (DPI). The system number is arbitrarily assigned by the submitting agency and must be different for each system within the same DPI. The value 'XX' is used instead of a unique system number to report any equipment that is not part of a system. Further, the value 'ZZ' is used instead of 'XX' if the reporting element wishes to designate an item as not belonging to a system, and the equipment is considered to be under an office automation category, instead of the ADPE category. If no system number is reported, ARMS will assign a system number of 'XX.'

f. Class code (Appendix T) - A standard 2-character code that must be provided or the record will be rejected.

g. Manufacturer Code - Standard 3-character code as available from a table maintained by DARIC, or accessible via terminal (Procedure 8152424) as described in the ARMS Users Guide. The Manufacturer Code must be provided or the record will be rejected.

h. Type Designation - Standard type designation as provided by the manufacturer (up to 10 alphanumeric characters). If a "type" is not designated, use the primary model designation as type. Examples: If reporting an IBM 8130, enter "8130" in the type field; if reporting a Zenith ZWX248, enter "ZWX248" in the field. Do not use spaces or other special characters such as dashes or slashes. Leading zeros will be removed. This may cause an aberration if the

manufacturer provides for such a convention when designating equipment type. If type is not provided, the transaction will be rejected and the reporting activity notified.

i. Model Designation - Standard model designation as provided by the manufacturer. Use secondary model designation if the primary was used as type. Examples: If reporting an IBM 8130, Model A, enter "A" in the field; if reporting a Zenith ZWX248, Model 62, enter "62" in the field. Do not use spaces or other special characters such as dashes or slashes. Leading zeros will be removed. This may cause an aberration if the manufacturer provides for such a convention when designating model. If Model is not provided, ARMS will assign a '?' to Model.

j. Serial Number - Up to 15 alphanumeric characters provided by the manufacturer to differentiate this equipment from similar equipment with the same manufacturer, type, and model. Do not use spaces or other special characters such as dashes or slashes. Leading zeroes will be deleted. If serial number is not provided, the transaction will be rejected and the reporting activity notified. If the manufacturer does not provide a serial number, then a contrived one can be reported to maintain the unique identity of the equipment. For example, an item in the Defense Logistics Agency (DLA), DPI 3010, that is the fifth item without a serial number, could be assigned one of DS3010005 (DS is the agency code for DLA).

k. Supplier Code - Standard 3-character code as available from the Manufacturer Table maintained by DARIC. Must be different from manufacturer code (subparagraph B.3.g., above) or blank. If supplier code is present (non-blank), then it must be valid or the record will be rejected.

l. Owner Code - Standard Code must be a '5' if Supplier is GSA; cannot be '5' if supplier is not GSA. Appendix X includes all valid owner codes. An owner code must be provided or the record will be rejected.

m. Maintenance Code - Standard Code (Appendix V). If a Maintenance Code is not provided, ARMS will assign 'X' to Maintenance Code.

n. Acquisition Cost - Must be a right justified numeric field from one to seven digits that indicates whole dollars (no cents). High order positions may be blank or zero.

(1) Detailed Records. The meaning of the field depends upon the owner code. If the owner code is 1 or 5 (Government owned), then the cost shown is the actual acquisition cost to the Federal Government. If the owner code is 2, 3 or 4 (leased), then the cost shown is the estimated acquisition cost if the equipment had been purchased instead of leased. In all cases an acquisition cost must be provided or the record will be rejected. If there is no acquisition cost (e.g., acquired free of charge), then the transaction should be submitted with an acquisition cost of \$1. In addition, certain checks are applied to identify data that may be erroneous. If acquisition cost does not fall within a predetermined range (depending on type of equipment), a warning message will be sent to the reporting activity. The predetermined range for each kind of equipment is shown in the class code table (Appendix T). Ranges will be adjusted periodically to accommodate changes in technology.

(2) **Summary Records.** Acquisition cost for summary records includes the total cost of all equipment reflected by the summary fields.

o. **Monthly Rental or Lease** - Must be a right justified numeric field from one to six digits if the owner code indicates the equipment is rented or leased (i.e., owner code is 2, 3 or 4), or the transaction will be rejected and the reporting activity notified. High order positions may be blank or zero. If there is no cost to the Government for a rented or leased item, then the reporting activity must submit the transaction with a Rent of \$1.

p. **Monthly Maintenance Cost** - Must be a right justified numeric field from one to six digits if the equipment is owned (owner code is 1 or 5), and the maintenance code implies there is a fixed, recurring charge for maintenance (code A, B, D, or E). If the fixed, recurring charge is for a period other than monthly, it should be converted to monthly. High order positions may be blank or zero. If these requirements are not met, the transaction will be rejected and the reporting activity notified.

q. **Date of Installation.** Year and month (YYMM) of installation at the reporting activity must be provided and must be between the current year and month and January 1950 (5001), or the transaction will be rejected and the reporting activity notified. If the installation date cannot be determined, the reporting activity should estimate a reasonable installation date.

r. **FY Expire (FY of Expiration of Planned and/or Extended System Life - YY)** - Must contain a two digit numeric that is the year the system will become obsolete or the planned system life will end. Required for system CPU records only. If this field is to be changed, the new FY must be the current FY or later. If not provided then '99' will be used and the reporting activity notified. However, the transaction will be accepted.

s. **FY Upgrade (FY Planned System Upgrade - YY)** - Must contain a two digit numeric that is the year the reporting activity plans to upgrade or expand the system, if there are such plans. Required for system CPU records only. Should be the current FY or later, or the reporting activity will be notified. However, the transaction will still be accepted.

t. **New start or Replacement Code** - A one-digit numeric code that denotes the reason for the ADPE acquisition (Appendix W). The new start or replacement code must be present if the class code is '01' and the SYSTEM CPU is '1' or the class code is '01' and the SYSTEM Number is 'XX' or 'ZZ.' If these conditions are not met, then the new start or replacement code must be blank. If an entry is required under this criteria, and is missing, then a '?' will be used.

u. **Function Code** - Must be two numbers between '01' and '25' inclusive, or two letters, depending upon whether the system is mission-critical or not, respectively. (See Appendix U.) Required for system CPUs (class code is '01' and the System CPU is '1') or stand alone CPUs (class code is '01' and the System Number is 'XX' or 'ZZ'). Otherwise, Function Code must be blank. If a required entry is missing, a '?' will be used. The Function Code and the mission-critical (MC) code will be checked for consistency. If the Function Code is numeric (not mission-critical), then the MC Code cannot be '1'. If the

Function Code is alphabetic (mission-critical), then the MC Code must be '1.' Reporting activity will be notified if inconsistent; however, the transaction will be accepted.

v. Actual Purchase Date - (YYMM), required only for leased equipment purchased by the Department of Defense under the lease/buyout program whenever a change occurs that results in a conversion from leased (OWNER CODE is 3 or 4) to Government-owned (Owner Code is 1). AE that is initially purchased will not be reported in this field. Whatever is reported will be accepted. If the date is earlier than January 1980 (less than 8001) then the reporting activity will be notified.

w. Mission-Critical (MC) Code - A one-digit alphanumeric code that denotes whether or not AE is mission-critical. Required for system CPUs (class code is '01' and the System CPU is '1') or stand alone CPUs (class code is '01' and the System Number is 'XX' or 'ZZ'). The following criteria apply:

(1) Automation equipment acquired and managed in accordance with Public Law 89-306 (the Brooks Act). Code is blank or zero if AE is not mission-critical.

(2) Automation equipment whose primary application is designated as mission-critical and is exempt from the acquisition provisions of Public Law 89-306 under the Warner Amendment. Code is '1.' The AE is used in, or for research and development in support of the following:

- (a) Cryptology related to National Security.
- (b) Military Intelligence.
- (c) Command and Control of Military Forces.
- (d) Weapons Systems: integral to, direct support.
- (e) Combat Mission Support Deployment.
- (f) War Planning.
- (g) Environmental Systems supporting Military Missions; e.g., Weather, Oceanographic, or Satellite Systems.
- (h) Warning, Surveillance, Reconnaissance, and Electronic Warfare.
- (i) Military Communications Systems.
- (j) Mapping, charting, or geodesy systems that do not support the Exploitation Modernization Program.

(3) If code is not '1' the AE will be considered as not mission-critical.

(4) The MC code and the Function Code will be checked for consistency. If the MC Code is '1' (mission-critical), then the Function Code

must be alphabetic. If the MC Code is not '1' (not mission-critical), then the Function Code must be numeric. Reporting activity will be notified if inconsistent. However, the transaction will be accepted.

4. Other Data. The percentage of utilization for CPUs owned by GSA (class is '01', owner code is '5') should be provided based on the actual time used divided by the time the DPI is operational (e.g., DPI is operational one 8-hour shift per day, 40 hours per week, 96 hours per week, etc.). Maximum percentage of utilization is 99 percent. Initial submission should be by letter to DARIC. Subsequent submissions should be by letter to DARIC whenever the percentage of utilization changes.

5. Reporting Address. Mail tapes, floppy disks, letters or requests for information to:

Director
Defense Automation Resources Information Center
ATTN: DARIC-I
Cameron Station
Alexandria, VA 22304-6100

C. ON-LINE DATA ADMINISTRATION

1. As an alternative to reporting data via magnetic tape or floppy disk, users may update on-line using a dial-up terminal and a telephone. The on-line updating capability supports adding, changing, or deleting automation inventory records, and adding or changing DPI records. Detailed instructions are available and include procedures to follow at the terminal, edit criteria, error messages, and actions to take when an error message appears. Organizations interested in using this capability should notify DARIC by letter.

D. STANDARD INFORMATION REPORTS

1. Edit Validation Report. An error listing will be sent to the submitter after update transactions are processed (Appendix Y). It will identify transactions that contained errors, and therefore failed to pass certain edit and/or validation tests. The submitter will also receive a statistical recap of the submitted transactions (Appendix Y). It will provide summary information on the number of transactions processed, number of errors, etc.

2. Statistical Reports. DARIC has developed statistical reports in 5 groups: Inventory, replacement forecasting, competition, obsolescence, and function. Most of the reports are produced on an "as needed" basis, and are able to accept user-provided parameters so that the reports may be tailored to individual needs. Certain ones will be available to users on-line. For a fuller explanation see the ARMS Users Guide.

3. Ad Hoc Capability. The ARMS data base is accessible through remote terminals using conventional telephone lines. Users can use certain utility programs to retrieve data from ARMS. The number of programs available gives the user a great deal of flexibility in the type and format of data that could be retrieved. This flexibility is further enhanced through the use of parameters that the user provides to tailor the program to individual needs. A more detailed explanation of ARMS, including the compilation of search strategies to make ad hoc inquiries, is included in the ARMS Users Guide.

APPENDIX A
PUBLICATIONS

A. Defense Automation Resources Management Manual, DoD 7950.1-M

1. DoD Components shall requisition copies through their respective Military Department or Defense Agency publication channels. Defense contractors may requisition copies through their contracting officers.

2. Manual Changes

a. Requests for changes to this Manual shall be forwarded through DoD Component AE management channels to DARIC for appropriate action.

b. Changes to this Manual will be published and distributed through DoD Component publication channels.

B. Defense Automation Resources Information Center (DARIC) Excess Automation Equipment Bulletin. Bulletins are available to DoD Components and contractors upon written request to:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, VA 22304-6100

1. DoD Components. Furnish DARIC complete mailing address and number of copies required.

2. Contractors (including educational institutions with DoD contracts). Send request identifying current DoD cost type contract or grant number and expiration date, complete mailing address, and number of copies required.

3. Changes to the distribution list are accomplished by notifying the Redistribution and Sharing Division (DARIC-R), in writing. Include a copy of the bulletin address label and identify changes to be made (additions, address corrections, deletions, etc.).

C. Availability to the public and other Government Agencies

This Manual is available to the public and other Government Agencies from the U. S. Department of Commerce, National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161.

APPENDIX B
DoD COMPONENT
IMPLEMENTING DIRECTIVES

Army	AR 25-2, "Information Mission Area Planning"
	DA Pam 25-2-XX, "Automation Resource Planning Management Information System (ARPMIS) Implementation Guide and User Procedures"
Navy	SECNAVINST 5237.1, "ADPE Reutilization Program"
	SECNAVINST 5238.1B, "Department of the Navy (DoN) Automatic Data Processing Program Reporting System (ADPPRS)"
Air Force	AFR 700-4, "Information Systems Program Management and Acquisition"
	AFR 700-7, "Information Processing Center Operations Management"
	AFR 700-9, "Information Systems Standards"
	AFM 67-1, "USAF Supply Manual"
Defense Communications Agency	DCA Instruction 630-230-2, "Automatic Data Processing, Reutilization Screening of Automatic Data Processing Equipment (ADPE) and Associated Equipment"
	DCA Automation Resources Management (ARMS) ADP Resources Inventory Handbook
DoD Dependents Schools	Office of Dependents Schools Administrative Instruction No. DSAI 6040.1, "Automation Inventory Reporting"
Defense Intelligence Agency	DIAR 65-1, "Reutilization Screening of Automatic Equipment"
Defense Mapping Agency	DMA Instruction 7950.1 "Automated Data Processing Resources Management"
Defense Nuclear Agency	DNA Instruction 4160.19C, "Automatic Data Processing Equipment Reutilization Program"
National Security Agency	NSA Regulation No. 110.5(c), "Reutilization Screening of Automatic Data Processing Equipment (U)"
	NSA Circular No. 60-5(c), "Excess SIGINT Material and Cryptologic Mission ADPE Utilization Program (U)"
Contractors	Defense Federal Acquisition Regulation Supplement (DFARS)

APPENDIX C
AUTOMATION EQUIPMENT (AE) SUBJECT
TO EXCESS REPORTING AND SCREENING

NOTE: Special considerations affecting this Appendix are contained in Chapter 2.

Access Control Register
Accumulators
Accumulator Register
Accumulator-Indicator, Data Reduction Systems
Acoustic Delay Line
Acoustinet
Adapter Unit
Adder
AE Spare Parts
Amplifier, Buffer
Amplifier, Computer
Amplifier, Data Acquisition System
Amplifier, Differential
Amplifier, Magnetic Drum Storage Data
Amplifier, Motor Drive, Tape Recorder
Amplifier, Operational, Analog Computer
Amplifier, Recording and Reproducing Magnetic Tape
Amplifier, Reproducing, Magnetic Tape
Amplifier Storer, Computer
Amplifier, System Analog Computer
Amplifier, System Tape Recorder
Analog Comparator
Analog Computer System
Analog Integrator
Analog Limiters
Analog Multiplexer
Analog Network
Analog Processor-Controller
Analog Tape Recorder
Analog Tape Recorder, Broadband (Video) .
Analog to Digital Converter
Analyzer, Audio
Analyzer, Automatic
Analyzer, Digital Differential
Analyzer, Electric Differential
Analyzer, Logic
Analyzer, Mechanical Differential
Analyzer, Nuclear
Analyzer, Spectrum
Angle Measuring Unit, Film Reader
Antenna Position Programmer
Arithmetic-Logic Unit
Arithmetic Unit, Computer
Assembly Unit
Assimulator, Data
Attenuator, Coefficient, Analog Computer

Automated Test Set
Automatic Data Exchange System
Automatic Data Logging System
Automatic Material Handlers
Automatic Network Analyzer
Automatic Power Sources
Automatic Send-Receive Set
Automatic Spectrum Analyzer
Automatic Test Set
Automatic Tester
Auxiliary Storage
Auxiliary Storage Magnetic Drum Unit

B-Box
B-Register
Binary Counter
Binary to Decimal Converter
Blanker, Tape Splice
Bubble Memory
Buffer, Digital
Buffer-Register, Digital
Buffer, Storage Unit
Burstter, Paper Forms

Cables
Calculator, Programmable
Calculator, Stored Program
Card Punch Digital Couplers
Card Reader
Card Reader, Punch
Cassette Recorder
Cathode Ray Tube Terminals
Central Processing Unit
Channel Decoder
Channel Demodulator
Character Reader, Optical
Check Register
Circulating Register
Cleaning Unit, Magnetic Tape
Clock, Digital
Clock, Incremental
Coder, Electromechanical
Collators
Command System
Command and Control System
Comment Coder
Communication Controller
Communication Processor
Communication Terminals
Commutator, Signal
Comparator, Digital Data
Comparator, Electronic, Analog Computer
Comparator, Memory Address, Computer
Comparator, Punched Tape

Comparator-Duplicator, Punched Tape
 Comparator-General, Signal, Computer
 Comparator-Multiplier
 Compensator-Tape Speed
 Compensator, Wow and Flutter, Tape Recorder
 Computer-Aided Manufacturing
 Computer-Amplifier
 Computer-Amplifier-Storer
 Computer, Analog
 Computer Arithmetic Unit
 Computer Calculator
 Computer Comparator, Memory Address
 Computer, Digital
 Computer Exchange
 Computer, Hybrid
 Computer Output-Microfilmer (COM)
 Computer Process Verifier
 Computer Register, Message
 Computer Selector, Memory Address
 Computer Set, Electronic Reconnaissance Data
 Computer Set, General Information Data
 Computer Signal Comparator-Generator
 Computer Signal Generator-Synchronizer
 Computer Simulator-Verifier
 Computer, Special Purpose
 Computer, Special Requirement
 Computer System, Analog
 Computer System, Digital
 Computer System, Hybrid
 Concentrator, Data
 Console, Alphameric-Graphic Display
 Console, Input-Output, Analog Computer
 Console, Input-Output, Digital Computer
 Console, Input-Output, Hybrid Computer
 Console, Message Assignment
 Console, Operators, Digital Computer
 Console, Remote Inquiry, Digital Computer
 Console, Situation Display
 Console, Tape Switch Control
 Control, Computer Programmer
 Control, Electronic Command Signal Programmer
 Control, Film Selector
 Control, Film Sorter
 Control Group, Data Analysis
 Control, Magnetic Drum
 Control, Memory Extension
 Control Panels
 Control-Shift Register Group
 Control System, Data Format
 Control, Tape Switching
 Control Unit
 Controller, Communication
 Conversion System, Analog to Digital
 Conversion System, Digital to Analog

Converter, Analog to Digital
 Converter, Binary to Decimal
 Converter, Digital to Analog
 Converter, Digital to Binary
 Converter, Digital to Current
 Converter, Digital to Digital
 Converter, Digital to Power
 Converter, Digital to Voltage
 Converter Group, Print to Digital
 Converter, Keyboard to Magnetic Tape
 Converter, Magnetic Tape to Magnetic Tape
 Converter, Magnetic Tape to Microfilm
 Converter, Magnetic Tape to Punched Card
 Converter, Magnetic Tape to Remote Line
 Converter, Paper Tape to Remote Line
 Converter, Punched Card to Magnetic Tape
 Converter, Punched Card to Remote Line
 Converter, Punched Card to X-Y Plotting
 Converter, Punched Tape to Magnetic Tape
 Converter, Punched Tape to Punched Card
 Converter, Punched Tape to Punched Tape
 Converter, Punched Tape to X-Y Plotting
 Converter, Remote Line to Magnetic Tape
 Converter, Remote Line to Paper Tape
 Converter, Remote Line to Punched Card
 Converter-Shift Register Group
 Converter-Storer, Signal Data
 Converter-Storer Group, Signal Data
 Converter-Storer, Subassembly
 Core, Magnetic
 Core, Memory Array Unit
 Core Memory Unit
 Counter, Binary
 Counter, Electronic Data
 Counter Assembly, Electronic Digital
 Coupler-Control, Card Reader to Line Printer
 Coupler, Digital Data
 Coupler, Digital, Card Punch
 Coupler, Digital, Tape Punch
 Coupler, Digital, Tape Recorder
 Cross Telling Input Unit

Data Acquisition System, Analog
 Data Acquisition System, Digital
 Data Acquisition System, Hybrid
 Data Analysis Central
 Data Analysis Control Group
 Data Analysis Programming Group
 Data Assimulator
 Data Cell Drive
 Data Collection and Processing Group
 Data Collection and Processing System
 Data Communication System, Computer
 Data Concentrators
 Data Control System, Tape Recorder

Data Converter-Power Supply Group
Data Line Terminal
Data Logger
Data Logging System
Data Plotter
Data Processing Marginal Checking Group
Data Reduction System, Marginal Checking Group
Data Reduction System, Oscillographic
Data Set
Data Station
Data Storage, Magnetic Disk
Data Storage, Magnetic Disk (Floppy)
Data Terminal
Decimal to Binary Converter
Decoder
Decoder, Channel
Decollator, Paper Forms
Decommutator, Signal
Degausser, Magnetic Tape
Delay Line
Delay Unit, Tape Speed Compensation
Demodulator
Demodulator, Channel
Demodulator, Tape Recorder
Demultiplexer, Signal
Dictionary, Automatic
Differential Analyzer-Automatic
Differential Analyzer, Digital
Differential Analyzer, Electronic
Differential Analyzer, Mechanical
Differentiator
Digital Computer
Digital Computer System
Digital Converting-Programming Group
Digital Counter Assembly, Electronic
Digital Data Accumulating and Indicating Device
Digital Data Comparator Assembly
Digital Data Coupler
Digital Data Encoder-Tape Punches
Digital Data Set
Digital Multimeter
Digital Multiplexor
Digital Power Sources
Digital Printers
Digital Readout Film Readers
Digital Recorders
Digital Tape Recorder-Reproducer
Digital Tape Reproducer
Digital Signal Analyzer
Digital to Analog Conversion System
Digital Voltmeter
Digitizer
Digitizer Optical Film Reader
Discriminator, FM
Discriminator, Subcarrier

Disk, Floppy
Disk, Memory Unit
Display System, CRT
Display Terminal
Display Unit, Alphameric, CRT
Display Unit, Alphameric-Graphic CRT
Distributor, Time-Pulse
Document Data Display Group
Document Data Indexing Set
Document Data Processing Central
Document Data Processing Set
Drawer Unit, Module
Drawer Unit, Power Supply Module
Driver, Pulse, Tape Punch
Drum, Magnetic Data Storage
Duplicator, Punched Tape

Electronic Counter-Shift Register
Electronic Digital Counter Assembly
Electronic Switching System
Encoder-Coupler, Digital Data
Encoder-Indicator, Digital Data
Encoder-Shaft
Encoder-Tape Punch, Digital Data
Eraser, Magnetic
Exchange, Computer
Expansion Chassis
Expansion System, Analog
Expansion System, Digital
Extended Core Memory Storage Device

Facsimile Equipment
Film Optical Sensing Device
Film Readers, Data Reduction, Digital Readout
Flexowriter
Flying Spot Scanner
Frame, Main
Function Generator

Gate, Electronic
Gate, Information
Gate, Logic
Generator, Digital Display
Generator, Function, Analog Computer
Generator, Gaussian Noise
Generator-Multiplier, Analog Computer
Generator, Situation Display
Generator-Synchronizer Signal, Computer
Generator, Time Code
Graphic Display
Graphic Terminal
Guidance System, Aircraft
Guidance System, Tactical
Guidance System, Tank

Head Assembly, Read-Write
Head, Projection, Film Reader
Head, Recording Magnetic Tape
Head, Reproducing, Magnetic Tape
Hybrid Computer System

Incremental Clocks
Incremental Recorder
Incremental Recorder (Cassette)
Indicator, Digital Display
Information Gate
Integrator, Analog
Integrator, Network, Analog Computer
Integrator-Resolver, Analog
Intelligent Terminal
Interface System
Interpreters
Isolator Differential

Keyboard, Receive
Keyboard, Send
Keyboard, Send Receive
Key Entry Recording
Keypunch
Key Station
Keytape
Key to Disk
Key to Storage

Link Channel Unit
Ling Diagnostic Unit
Limiter, Analog
Logic Cards

Magnetic Character Reader
Magnetic Cores
Magnetic Disk Data Storage
Magnetic Drum, Data Storage
Magnetic Drum, Group
Magnetic Drum Storage Data Amplifier
Magnetic Tape Adapter
Magnetic Tape to Microfilm
Magnetic Tape Recorder
Magnetic Tape Recorder-Reproducer
Magnetic Tape Reproducer
Magnetic Tape Transport
Magnetic Tape Writer
Matrix Code
Mass Storage Unit
Matrix, Computer
Memory Address Computer Comparator
Memory Address Computer Selection
Memory Storage Board
Memory-Storage Device, Analog
Memory-Storage Device, Cylindrical Film

Memory-Storage Device, Disk
 Memory-Storage Device, Electrostatic
 Memory-Storage Device, Extended Core
 Memory-Storage Device, Floppy Disk
 Memory-Storage Device, Magnetic Bubble
 Memory-Storage Device, Magnetic Core
 Memory-Storage Device, Magnetic Disk
 Memory-Storage Device, Magnetic Drum
 Memory-Storage Device, Magnetic Tape
 Memory-Storage Device, Optical
 Memory-Storage Device, Planar Film
 Memory-Storage Device, Plated Wire
 Memory-Storage Device, Semiconductor
 Memory-Storage Device, Thin Film
 Memory-Storage Device, Woven Wire
 Memory Unit
 Message Computer Register
 Microcomputer
 Microfilmer, Computer Output or Magnetic Tape
 Microprocessor
 Microprogramme.
 Minicomputer
 Modems
 Modulator, Tape Recorder
 Monitor, CRT, Tape Recorder
 Monitor, Meter, Tape Recorder
 Motherboard
 Mouse
 Multicoder
 Multiplier, Analog Computer
 Multiplexor, Analog
 Multiplexor-Converter, Analog to Digital
 Multiplexor, Digital
 Multiplexor, Frequency Division
 Multiplexor-Shift Register Group
 Multiplexor, Signal
 Multiplexor, Time Division
 Multiplier
 Multiprogrammer

 Network Analyzer, Analog/Digital
 Node
 Numerical Control Equipment

 Optical Character Reader
 Optical ID Reader
 Optical Mark Reader
 Optical Page Reader
 Oscillographic Analyzer and Reader System
 Oscillographic Trace Reader
 Palette, Graphics
 Panel, Interconnection, Digital Computer
 Panel, Meter-Attenuator, Tape Recorder
 PC Cards
 Perforator, Tape

Phototypesetter
 Plotter, Graphics
 Plotter, Incremental
 Plotter, X-Y
 Plotting System, Graphics
 Potentionmeter, Coefficient, Analog Computer
 Power Supply, Computer
 Power Supply, Converter
 Power Supply, Data Acquisition
 Power Supply, Recorder-Reproducer
 Printers
 Processor Controller, Analog Computer
 Processor Verifier, Computer
 Processors
 Programmable Calculators, Billing Machines
 Programmable Current Sources
 Programmable Power Supplies
 Programmable Voltage Suppliers
 Programmer, Antenna Position
 Programmer, Electronic Command Signals
 Programmer, Plugboard
 Programmers
 Punch, Card
 Punch, Paper Tape

 Reader, Character
 Reader-Generator, Time Cards
 Reader, Oscillographic, Film or Chart
 Reader, Paper Tape
 Reader-Printer
 Reader-Punch, Punch Tape
 Reader, Punch Card
 Reader, Punch Tape
 Reader-Tape, Search Control, Time Code
 Reader, Time Code
 Receiver, Digital Data
 Recorder, Digital
 Recorder, Computer Image
 Recorder-Incremental
 Recorder, Magnetic Tape
 Recorder-Reproducer, Analog, Wideband, Video
 Recorder-Reproducer, Cassette
 Recorder-Reproducer, Incremental
 Recorder-Reproducer, Key Entry
 Recorder-Reproducer, Magnetic Tape
 Recorder-Reproducer, Punch Tape
 Recorder, Video
 Recorder, X-Y
 Recording Set, Electronic Reconnaissance Data
 Recording Unit
 Register, Access Control
 Register, Accumulator
 Register, Check
 Register, Circulating
 Register, Computer

Register, Index
Register, Message, Computer
Register-Router, Binary Data
Register-Timer, Binary Data
Regulator, Reference, Analog Computer
Reproducer, Card
Reproducer, Incremental
Reproducer, Magnetic Tape
Reproducer, Set, Electronic Reconnaissance Data
Resolver
Resolver-Multiplier, Analog Computer

Scanner, Chart, Data Reduction Systems
Scanner, Cross Bar
Scanner, Digital
Scanner, Flying Spot
Scanner-Programmer, Master
Scanner-Programmer, Slave
Search and Control Unit, Magnetic Tape
Selector, Channel, Digital
Selector, Film
Selector, Interval, Program Timing System
Selector, Memory Address, Computer
Selector Unit, Marginal Checking
Semiconductor Memory
Separator, Paper Forms
Separator, Pulse, Channel Synchronizing
Server, Disk
Server, File
Server, Printer
Servo-Multiplier, Analog Computer
Shift Register
Signal Comparator-Generator, Computer
Signal Comparator-Synchronizer, Computer
Simulation System
Simulator
Simulator-Verifier, Computer
Smart Terminal
Sorter
Sorter, Film
Source Data Equipment
Space Control System
Special Purpose Computer
Special Requirement Computer
Splicers
Spoolers
Storage, Auxiliary
Storer, Track Data
Switch, Communication
Switching Unit

Tablet, Graphics
Tabulator
Tape Converter
Tape Reader, Punch

Tape Transport, Magnetic
 Tape Unit, Cartridge
 Tape Unit, Cassette
 Tape Unit, Incremental
 Tape Verifier
 Teleprocessor
 Telescriber
 Teletype
 Teletypewriter
 Tape Unit, Cartridge
 Tape Unit, Cassette
 Tape Unit, Incremental
 Tape Verifier
 Teleprocessor
 Telescriber
 Teletype
 Teletypewriter
 Terminal, Card
 Terminal, Cassette
 Terminal, Cathode Ray Tube
 Terminal, Communication
 Terminal, Computer
 Terminal, Disk
 Terminal, Display
 Terminal, Floppy Disk
 Terminal, Intelligent
 Terminal, Keyboard
 Terminal, Magnetic Tape
 Terminal, Minicomputer
 Terminal, Other
 Terminal, Paper Tape
 Terminal, Printer
 Terminal, Remote Batch
 Terminal, Smart
 Terminal, Teletype
 Terminal, Teletypewriter
 Terminal, Typewriter
 Test Set, Analog Computer
 Test Set, Automatic
 Test Set, Digital Computer
 Test Set, Minicomputer
 Test Set, Numerical Control System
 Test Set, Special
 Test Set, Tape
 Trainers
 Transcriber
 Translator
 Translator-Channel
 Translator-Time Code
 Translator-Generator, Time Code
 Transmitter, Digital Data
 Transmitter-Receiver, Digital Data
 Transport, Magnetic Tape
 Typewriter, Input and/or Output
 Typewriter to Cassette

Typewriter to Disk
Typewriter to Magnetic Tape
Typewriter to Verifier

Uniservo, Digital Tape Recorder-Reproducer
Verifiers
Video Disc
Video Recorder and/or Player
Voltmeter, Digital

Waveform System, Analog Computer
Word Processor
Word Terminal
Workstation
Writer, Magnetic Tape

APPENDIX D

PREPARATION OF STANDARD FORM (SF) 120, REPORT OF
EXCESS PERSONAL PROPERTY

A. General. A separate SF120 is required for each ownership category of equipment being reported; i.e., Government-owned, leased from the manufacturer or third party, or leased from the GSA Information Technology Fund. The SF120 is designed for reporting multiple items. To reduce paperwork and improve marketing of excess AE, report all items in each ownership category on one SF120. Submit a signed original and minimum of one copy to reach DARIC no earlier than 180 days and no later than 120 days prior to the projected availability date of the equipment. SF120s that are not prepared properly will be returned for correction.

1. Initial Report of Excess. Detailed instructions for preparation of the SF120 are as follows:

a. Block No. 1 "Report Number." Obtain this report number from the accountable property officer at the installation originating the report. It consists of the DoD Activity Address Code (DoDAAC) listed in DoD 4000.25-6-M, Ordinal Date, and the report sequence number. (The Ordinal Date, often referred to as Julian Date, is comprised of the last digit of the year, and three digits in the range of 001-365 (366 in leap year) representing the sequence number of the day in the year; e.g., August 14, 1987 is coded 7226.) If the report is more than one page, insert the number shown in the "Report Number" block on a continuation sheet, Standard Form 120a.

	<u>DoDAAC</u>	<u>ORDINAL DATE</u>	<u>REPORT NO.</u>
Example:	FB2829 -	7226 -	1036

b. Block No. 2 "Date Mailed." Calendar date of initial preparation of report (day, month, and year.)

c. Block No. 3 "Total Cost." The sum of the acquisition value of all line items on the report, resulting from the total of all costs shown in Block 18(g) on all pages of report.

d. Block No. 4 "Type of Report." Check box a, b, c, d, e or f, as appropriate.

e. Block No. 5 "To." Insert the following address:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, Virginia 22304-6100

f. Block No. 6 "Appropriation or Fund to be Reimbursed."

Leave blank.

g. Block No. 7 "From." Enter the name and address (including ZIP Code +4) of the reporting activity. Normally this will be the releasing activity. If the report is more than one page, insert the same information in the "From" block on the continuation sheet, SF120a.

h. Block No. 8 "Report Approved." Enter the name and title of the person authorized to approve the report at the originating activity. Usually, it will be the accountable property officer or the Chief of the DPI. The original SF120 must be signed to indicate the report has been reviewed and is correct.

i. Block No. 9 "For Further Information Contact." Enter the name, title, address, (including ZIP Code +4), and both AUTOVON and Commercial (including area code) telephone numbers of the person at the reporting activity who may be contacted for additional technical, operational, or status information concerning the excess equipment. It is important that the person listed be familiar with the equipment and its anticipated availability for redistribution since this information will be provided to any person interested in acquiring the equipment.

j. Block No. 10 "Agency Approval." This block is reserved for use by the DoD Component focal point (Appendix Z) if Component procedures require the SF120 be forwarded through the focal point before submission to DARIC.

k. Block No. 11 "Send Purchase Orders or Disposal Instructions To." Enter the name and the complete mailing address (including zip code +4) of the person to whom correspondence relating to the excess transaction should be transmitted. Provide both AUTOVON and Commercial (including area code) telephone numbers. If the information is the same as shown in Block 9, indicate, "Same as Block 9." DARIC will forward all correspondence relating to the excess report to the person indicated in Block 11.

l. Block No. 12 "GSA Control No." Reserved for GSA use only.

m. Block No. 13 "FSC Group No." Insert "AE" in this block. No further classification is required.

n. Block No. 14 "Location of Property." Provide the actual physical location of the property being reported, including the Data Processing Installation (DPI) Number and mailing address, including zip code. If the location does not have a DPI number assigned, obtain one from the DoD Component focal point. Contractors can obtain DPI numbers from the Administrative Contracting Officer (ACO).

o. Block No. 15 "Reim/Reqd." Leave blank unless the equipment reported is Exchange/"Sale" or GSA Information Technology Fund equipment requiring reimbursement. When reporting Exchange/"Sale" or Fund equipment, place an "X" in the "Yes" box and list the "Cost to Acquire" in Block 18b for each applicable item.

p. Block No. 16 "Agency Control No." Reserved for use by DoD Component focal points.

q. Block No. 17 "Surplus Release Date."

(1) Leased Equipment. Indicate projected date equipment is scheduled to be returned to vendor.

(2) Government-owned equipment. Indicate projected date equipment will no longer be required by the using activity.

(3) Exchange/"Sale" equipment. Indicate projected release date or the latest date the vendor had indicated for acceptance of their exchange (trade-in) offer, whichever is earlier. The date indicated must allow 60 days for civil agency screening through GSA.

r. Block No. 18 "Excess Property List." Contractors may attach appropriate inventory schedules (SF1432, SF1432, SF1433, or equivalent) to the SF120 instead of filling in Block 18, provided the reporting format includes a full commercial type description of the items and other appropriate data required by this Manual for columns a through h of Block 18, and any other special information required as identified below. This exception also applies to DoD activities that can provide the required information as an output from an automated system in the SF120 format.

s. Block No. 18(a) "Item No." List items in numerical sequence beginning with "1" for each SF120 submitted. Special features and/or options are included with the itemized component description in Block 18(b). Consolidate all items with the same manufacturer, type and model numbers, and condition as one line item (increase quantity).

t. Block No. 18(b) "Description."

(1) AE. Include nomenclature of the item, name of manufacturer, type, model number, year of manufacturer as defined by this Manual, serial number, special features, and options or modifications.

(2) Repair parts and Support items with an individual unit acquisition cost of more than \$1,500. Include nomenclature, name of manufacturer, model number, part number and type of AE it is used with, and serial number.

(3) Supplemental information, as appropriate, to be included after the last item listed in Block 18(b), follows:

(a) "Equipment Leased from GSA Information Technology Fund."
Note: Also include a copy of the GSA lease agreement.

(b) "Leased from other than Original Equipment Manufacturer. This equipment is currently under third party lease under contract (number). Original lease started (date). Government equity as of (date) is \$(total). Cost to acquire is \$(total)."

(c) Maintenance of AE. Enter appropriate statement: Original Equipment Manufacturer," "Third Party Maintenance" (provide name of company and contract number) or "In-house Maintenance," etc.

(d) When the automation equipment is part of an Exchange/"Sale" transaction as outlined in Chapter 2, Section E, the words, "Exchange/Sale Property" shall be displayed on the SF120. (See Section B, below, for special Exchange/"Sale" reporting requirements.)

(e) If classified information has been processed on the equipment, include a statement that the equipment has been properly declassified and may be reutilized in a nonclassified environment.

(f) If the equipment reported is being replaced as a result of an obsolescence review, state the reason; e.g., replaced because maintenance is no longer available from Original Equipment Manufacturer (OEM), because spare parts are no longer available from the OEM, because of excessive cost of operation, etc.

(g) If contractor inventory, cite contract number from which excess AE is generated.

(h) If excess AE is generated as result of a base closure or space reduction action, indicate the situation and the final date that AE must be removed from the site.

(i) When AE is reported excess from a WWMCCS installation, identify as WWMCCS excess AE.

(j) Request for Retention of Excess. When an activity desires to retain the equipment for maintenance by redundancy, for a potential requirement, or for cannibalization, state this information. Provide cost benefit information in accordance with Chapter 2, paragraph I.1.f.

(k) Reports that include commercially available software must contain the following statement: "Reuse of this software does not violate any known Federal copyright laws or vendor and/or supplier licensing agreements."

u. Block No. 18(c) "Cond." This block is used for both ownership and condition codes.

(1) Ownership. Enter "P" if the equipment is Government-owned; "L" if leased; "E/S" if Exchange/"Sale"; or, "Fund" if GSA Information Technology Fund-owned.

(2) Condition

(a) Enter the appropriate alphanumeric condition code for each item shown in Block 18(b). Appendix E includes a detailed definition of the condition codes used for AE redistribution.

(b) The condition of the equipment must be accurately reflected in the report of excess so a potential acquiring activity can determine if continued use of the equipment is economically beneficial. Incorrect condition codes could result in unanticipated expenditures by an acquiring activity to make AE operational, or could prevent consideration for use by other activities.

(c) When equipment is reported with condition codes A6, B3, B6, C3, C6, D3, D6, E7, E8, E9, F7, F8, F9, G8, HX, HS, or SS, include the estimated cost to restore or the repairs required.

v. Block No. 18(d) "Unit." Enter the standard unit of issue, normally for AE it is "each."

w. Block No. 18(e) "Number of Units." Enter the total number of line item units.

x. Block No. 18(f) "Acquisition Cost Per Unit." Enter the original acquisition price determined from the Accountable Property Officer's records for Government-owned equipment; for leased equipment, enter the acquisition price from the GSA Federal Supply Schedule (at time of original installation) to purchase like new equipment from the original equipment manufacturer. Round off cost to the nearest dollar.

y. Block No. 18(g) "Acquisition Cost Total." Enter the total price from the total number of units (Block 18(e)) multiplied by the per unit acquisition cost (Block 18(f)).

z. Block No. 18(h) "Fair Value." This column is used only for indicating the purchase option price of leased AE. (Value in block 18(f) minus lease credits accrued equals purchase option price per unit). When reporting excess that is leased or was acquired on a lease-to-ownership plan basis where payments are still due, the total cost to acquire after credit is allowed for payments made, or equity accrued, is essential information for potential users to evaluate the benefits of acquiring the equipment. This information should be developed in conjunction with the equipment supplier.

2. Changes to SF120s. Changes to the status of excess previously reported on an SF120 are submitted on a signed original SF120 and one copy, as follows:

a. General. Indicate the DoD Case Number assigned by DARIC to the original report of excess. Enter the DoD case number in Block 18(b).

b. Corrections. Insert the original report number in Block 1, check Block 4b, and complete Blocks 2, 5, 7, and 8 on the corrected SF120 in the same manner as indicated for the original submission. Complete the remaining blocks and columns on the form only to the extent necessary to show the correction. For example, if information in Block 9 on the original report is the only item that needs correction, complete only Block 9 on the correcting report. Similarly, for corrections in columns 18(a) through 18(g), enter in column (a) the item number requiring corrections and complete columns (b) through (h) only to the extent necessary to identify the correction.

c. Withdrawals (Partial or Total). SF120s are used for withdrawal only if the equipment availability slips 6 months or more, during which period the equipment will continue to be used for the same purpose for which it was originally approved and acquired. When the equipment is no longer required after withdrawal, the releasing activity is responsible for reporting the equipment so that the SF120 reaches DARIC 120 days prior to its new planned

release date. Slippages of less than 6 months shall be treated as a change to the ARD and processed as a correction to the original SF120, as in paragraph A.2.b., above.

(1) Partial Withdrawals. If the SF120 is withdrawing excess items previously reported, insert the original report number in Block 1, check Block 4c, and complete Blocks 2, 3, 5, 7, and 8. The line items or portions of line items withdrawn must be identified in 18(a) through 18(d), 18(f), and 18(h), as shown on the original report. The number of units withdrawn must be indicated in Block 18(e) and the acquisition cost applicable to these items must be shown in Block 18(g).

(2) Total Withdrawals. If the SF120 is withdrawing all items previously reported, insert the original report number in Block 1, check Block 4d and complete Blocks 2, 3, 5, 7, and 8.

B. EXCHANGE/"SALE" REPORT

1. Prepare the SF120 in accordance with the instructions outlined in paragraph A.1, above. In addition to the standard information required, display prominently the following statement on the first page of SF120: "EXCHANGE/"SALE" PROPERTY. A written administrative determination has been made or will be made to apply the exchange allowance or proceeds of sale to the acquisition of similar items by other than lease." Also include the following information:

a. The name and telephone number (including area code) of the Government contracting officer.

b. The delegation of procurement authority (DPA) number assigned by GSA for the replacement equipment, if required.

c. The type of replacement equipment.

d. The method of acquisition for the replacement equipment.

e. The identity of the offeror of the exchange (trade-in). A written offer shall be solicited from the offeror that cites the cost of the replacement equipment being acquired with and without the exchange allowance. A copy of the written offer must be included with the SF120.

f. The anticipated purchase price and the required reimbursement. The agency reimbursement shall be the highest trade-in allowance offer that the reporting activity has received from the vendor for the specific AE.

2. Promptly submit to DARIC a revised SF120 to indicate any change to the exchange (trade-in) allowance offer subsequent to the submission of the initial SF120.

C. EXAMPLES OF COMPLETED SF120s. The following pages provide examples of properly prepared SF120s.

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. SB0700-7090-0001	2. DATE MAILED 30 Mar 87	3. TOTAL COST \$ 188,860
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "g" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU Dir, Defense Automation Resources Information Ctr (DARIC-R) Cameron Station, Alex., VA 22304-6100					6. APPROP. OR FUND TO BE REIMBURSED (if any)	
7. FROM (Name and Address of Reporting Agency) DLA Systems Automation Center, P.O. Box 1605 Columbus, OH 43215-5002					8. REPORT APPROVED BY (Name and Title) L. G. Smith <i>L. G. Smith</i> Director, Office Data Systems	
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John E. Wood, Computer Equip Analyst, DLA Systems Automation Ctr. Columbus, OH 43215, AV 581-1831, AC 614-362-1831					10. AGENCY APPROVAL (if applicable) <i>J. James</i>	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)					12. AGENCY CONTROL NO.	

Same as Block 9 above

13. FSC GROUP NO AE	14. LOCATION OF PROPERTY (if location is to be 353-coded give 353- Building 912 DPI 3009 DCSC, Columbus, OH 43215-5002	15. FPMR REQ YES NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE 30 Aug 87
---------------------------	--	------------------------	------------------------	--

18. EXCESS PROPERTY LIST						ACQUISITION COST		FAIR VALUE %
ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	PER UNIT (f)	TOTAL (g)		
1.	Central Processor, IBM Series 1, Model 4950A S/N 40829, Manufactured 85	P A4	ea	1	8,130	8,130		
2.	Disk Module and Control, Memorex Model: 3653 w/features: 4301, 8150 S/N 10710, 10941, 11141 Manufactured Jun 79	P A4	ea	3	9,825	29,475		
3.	Disk Module, Memorex Model: 3650 w/feature: 4301 S/N 17162, 17152, 17163, 17113, 17120, 17143, 15595, 15194, 15620, 15615, 15823, 16000, 16883, 16753, 15814 Manufactured Sep 80	P A4	ea	15	8,740	131,100		
4.	Miscellaneous Spare Parts to support above units (10 items) Equipment is currently under Original Equipment Manufacturer (OEM) maintenance and vendor is contractually obligated to continue maintenance if equipment is transferred.	P A4	lot	1	-	20,155		

SAMPLE

SAMPLE

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FORM (GSA) 101-42.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. FL4600-7090-0001		2. DATE MAILED 30 Mar 87		3. TOTAL COST \$ 993,113	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")		a. ORIGINAL b. CORRECTED		c. PARTIAL W/D d. TOTAL W/D		(Also check "e" and/or "f" if appropriate)		e. OVERSEAS f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU 7CG/GAMO, Wash, DC Dir, Defense Automation Resources Information Center (DARIC-R), Cameron Station, Alex., VA 22304-6100						6. APPROP. OR FUND TO BE REIMBURSED (if any)			
7. FROM (Name and Address of Reporting Agency) HQ, SAC/SILSE Offutt AFB, NE 68113-5000						8. REPORT APPROVED Carl L. Martin ADPE Reut. Focal Point			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) AUTOVON 217-2064 Same as Blocks 7 & 8 A/C 402-429-2064						10. AGENCY APPROVAL (if applicable) L. Davis			
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Same as Block 7						12. GSA CONTROL NO.			
13. FSC GROUP NO. AE		14. LOCATION OF PROPERTY (if location is to be abandoned give date) 2152 ISS/ADO DPI 5329 Grand Forks AFB, ND 58205-5000		15. REIM. REQD. YES NO		16. AGENCY CONTROL NO.		17. SURPLUS RELEASE DATE 15 Aug 87	
18. EXCESS PROPERTY LIST									
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	PER UNIT (f)	TOTAL (g)	FAIR VALUE % (h)		
1.	Mfr: Burroughs Central Processor Model: B4771 w/features: B9348-2, (5)B4302, B4342, B4110, L4212, B3353-1, B4354, (12)B3667-5, B4373, B3667-1, B3667-19, (6)TA713, (2)TA734-24, B3395-8, B9499-12, B3395-2, (2)B4384-2, (6)TA1201 S/N B292465	L A4	ea	1		558,928	419,196		
2.	Card Reader Model: B9111 w/feature: CER3016 S/N B311744D	L A4	ea	1		9,860	7,395		
3.	Card Punch Model: B9212 S/N B410616D	L A4	ea	1		11,352	8,514		
4.	Dual Disk Drives Model: B9388-2 w/features: (2) B9974-1 S/N 103014007, 103013587, 103028	L A4	ea	3	52,174	156,522	39,130 each		
5.	Magnetic Tape Unit Model: B9495-2 w/feature: B9999 S/N 121838, 121820, 121895	L A4	ea	3	15,280	45,840	11,460 each		

SAMPLE

CONTINUATION SHEET
(Report of Excess Personal Property)

PAGE 2

FROM (Name and Address of Reporting Agency)
HQ, SAC/SILSE
Offutt AFB, NE 68113-5000

REPORT NO.
FL4600-7090-0001

AGENCY DATE NO.
30 Mar 87

EXCESS PROPERTY LIST (Continued)

ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
6.	Printer Model: B9247-15 w/feature: B3247-5 S/N 156205882	L A4	ea	1		58,832	44,124
7.	I/C Memory 400KB Model: B4040-2 S/N B292590	L A4	ea	1		137,780	103,335
8.	Display Station Model: MT985 w/features: TP110, TD056 S/N 182356147	L A4	ea	1		1,889	1,417
9.	Display Printer Model: TC4001-1 w/features: A6400-1, A6410-1, A6441-2, A6420-2, (2)TD054-3, (2)TD112 S/N TC1882	L A4	ea	1		4,934	3,700
10.	Terminal Model: TC521 w/features: TC521-1, TA713 S/N L14012P ADPE is currently under OEM maintenance. Burroughs will continue maintenance at another location. Manufactured Sep 79	L A4	ea	1		7,176	5,382

SA

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-42.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. FY9999-7090-004Q	2. DATE MAILED 30 Mar 87	3. TOTAL COST \$ 99,645	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	c. PARTIAL W/D d. TOTAL W/D			(Also check "e" and/or "f" if appropriate)		
5. TO (Name and Address of Agency to which report is made) THRU Director, Defense Automation Resources Information Center, ATTN: DARIC, Cameron Station, Alex., VA 22304-6100					6. APPROP. OR FUND TO BE REIMBURSED (if any)		
7. FROM (Name and Address of Reporting Agency) Air Force Plant Rep Office (IRD/AB02), RI Corp, Rockwell-Anaheim, 3370 Miraloma Ave, Anaheim, CA 92803-4000					8. REPORT APPROVED BY (Name and Title) W. L. Diggs Plant Clearance Officer (PLCO)		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) R. B. Hinshaw, Mgr, Prop Mgmt, RI Corp, D/080-BA35, 3370 Miraloma Ave, Anaheim, CA 92803-4000, 714-600-5841					10. AGENCY APPROVAL (if applicable)		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Same as Block 9					12. GSA CONTROL NO.		
13. FSC GROUP NO. AE	14. LOCATION OF PROPERTY (if location is to be abandoned give date) Bldg 076, 1190 N. Kramer Blvd. Anaheim, CA DPI 9999			15. REIM REQD YES NO	15. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE 30 Aug 87	
18. EXCESS PROPERTY LIST		COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
ITEM NO. (a)	DESCRIPTION (b)				PER UNIT (f)	TOTAL (g)	
	2 copies of inventory schedules attached, SF 1428, Page 1 of 1, Contract N99999-79-C-0001						

SAMPLE

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. FX3304-7090-0002	2. DATE MAILED 30 Mar 87	3. TOTAL COST \$ 107,550
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV	
5. TO (Name and Address of Agency to which report is made) THRU 70G/GAO, Wash, DC Director, Defense Automation Resources Information Center (DARIC-R) Cameron Station, Alexandria, VA 22304-6100					6. APPROP. OR FUND TO BE REIMBURSED (if any)	
7. FROM (Name and Address of Reporting Agency) AFASPO/PGA, Gunter AFS, AL 36114					8. APPROVED BY (Name and Title) <i>Melvin C. Roberts</i> Melvin C. Roberts Deputy Program Manager	
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) Director of AFAMPE Systems Engineering AV 446-4339 AFASPO/PGA, Gunter AFS, AL 36114 COMM 205-276-4339					10. AGENCY APPROVAL (if applicable) <i>Cheryl Wirthmore</i> Cheryl Wirthmore	
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Same as Block 9					12. GSA CONTROL NO.	
13. FSC GROUP NO. AE	14. LOCATION OF PROPERTY (if location is to be abandoned give date) 11425 Isaac Newton Sq. South Reston, VA 22090 DPI 6053		15. PEIM REQD YES NO X	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE 1 Jul 87	
18. EXCESS PROPERTY LIST						
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f)	FAIR VALUE % (g)
<u>EXCHANGE/"SALE" PROPERTY</u>						
A written administrative determination has been or will be made to apply the exchange allowance or proceeds of sale towards the acquisition of similar items by other than lease.						
1.	PERKIN-Elmer, Mod 8, 800 BPI Magnetic Tape Drives, CWG-1045N Serial Numbers: T31637, T32171, T32170, T05872, T05878, T05856, T05166, T05194, T05218, T05167, T04953, T04628, T05947, T15154, T17050, T17290, T17293, T17151, T17310, T17296, T5191, T4462, T05879 Manufactured Jul 77	P-A4	ea	23	4,050	93,120
2.	DATUM Model 1542, 800BPI Magnetic Tape Controllers CM46-470, Serial Numbers: 2792, 2484, 1926, 1971, 1591, 1496, 1921, 1193 Manufactured Sep 78	P-A4	ea	8	1,800	14,400
1. Offeror: C3, Inc., Reston, VA. 2. Copy of bonafide offer is enclosed. 3. Anticipated Purchase Price: w/out trade in \$155,000, w/trade in \$105,088. 4. Type of replacement equipment Perkin-Elmer 1600 BPI Magnetic Tape Drives (23 ea). 5. Method of Acquisition: Sole Source under AFAMPE competitively bidded contract number GS-00P-28205. 6. DPA Number: Not required. 7. Contracting Officer: Porter L. Hunt, Maj USAF, AV 644-5007, (205) 972-5007.						
Exchange/Sale cost to acquire \$49,912 all or nothing						

1. REPORT NO.
SB0700-7090-0001

2. DATE MAILED
15 Apr 87

3. TOTAL COST	
\$	

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")

a. ORIGINAL
b. CORRECTED

X	c. PARTIAL W/D
	d. TOTAL W/D

(Also check "e" and/or "f" if appropriate)

e. OVERSEAS
f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU **Director,**
Defense Automation Resources Information Center
(DARIC-R), Cameron Station, Alexandria, VA 22304-6100

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)

DLA Systems Automation Center, P.O. Box 1605
Columbus, OH 43215-5002

8. REPORT APPROVED BY (Name and Title)
L. G. Smith *L. G. Smith*
Director, Office Data Syst.

9 FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

10. AGENCY APPROVAL (If applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

12. ~~GSA~~ CONTROL NO.

13 FSC GROUP
NO

14 LOCATION OF PROPERTY (If location is to be abandoned give date)

15. REIM. REQD	
YES	NO

16. AGENCY CONTROL NO.

17. SURPLUS RELEASE
DATE

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND (c)	UNIT (d)	NUMBER OF UNITS (e)	PER UNIT (f)	TOTAL (g)	VALUE % (h)
2	<p>DoD Case No. 3908-87</p> <p>Disk Module and Control Memorex Model: 3653 w/features: 4301, 8150 S/N 11141</p> <p>For continued use on same application.</p>	P A4	ea	1		9,825	

SAMPLE

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. N00421-7276-2869	2. DATE MAILED 2 Oct 87	3. TOTAL COST \$830.00
4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d")	a. ORIGINAL b. CORRECTED	c. PARTIAL W/D d. TOTAL W/D	(Also check "e" and/or "f" if appropriate)		e. OVERSEAS f. CONTRACTORS INV
5. TO (Name and Address of Agency to which report is made) THRU Director, Defense Automation Resources Information Center DARIC-R, Cameron Station, Alex, VA, 22304-6100				6. APPROP. OR FUND TO BE REIMBURSED (if any)		
7. FROM (Name and Address of Reporting Agency) N00421/Supply Officer NAS Patuxent River, MD 20670-5000				8. REPORT APPROVED BY (Name and Title) G. Mack Supply Officer		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) Sam Loggins, NAS Patuxent River, MD 20670-5000 AV 656-9999 COM (301) 363-9999				10. AGENCY APPROVAL (if applicable) Carol Simmons		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Same as Block 9				12. GSA CONTROL NO.		

13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date)	15. REIM. REQD. YES NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE
AE	NAS Patuxent River, MD Code B3711 DPI 9999	X		30 Dec 87

18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
1	Software dBase III Plus MFR: Ashton-Tate Released: 86 Format: IBM PC Version: 1.1 Serial 99999	P A4	Ea	1	415	415	
2	Software Framework II MFR: Ashton-Tate Released: 85 Format: IBM PC, PC/XT, PC/AT Version: 1.0 Serial 99999 Part #10054-9000				415	415	
Reuse of this Software does not violate any known Federal copyright laws or vendor/supplier licensing agreements.							

SAMPLE

APPENDIX E
CONDITION CODES AND EXPANDED DEFINITIONS

<u>Supply Condition Code</u>	<u>Title</u>	<u>Expanded Definition</u>
A	<u>Serviceable</u> (issuable without qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months shelf life remaining.
B	<u>Serviceable</u> (issuable with qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable for its intended purpose but is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life remaining.
C	<u>Serviceable</u> (priority issue)	Items that are serviceable and issuable to select customers, but which must be issued before Condition A and B material to avoid loss as a useable asset. Includes material with less than 3 months shelf life remaining.
D	<u>Serviceable</u> (limited restoration)	Serviceable material that requires test, alteration, modification, conversion or disassembly. This does not include items that must be inspected or tested immediately before issue.
E	<u>Unserviceable</u> (limited restoration)	Material that involves only limited expense or effort to restore to serviceable condition and that is accomplished in the storage activity where the stock is located.
F	<u>Unserviceable</u> (reparable)	Economically reparable material that requires repair, overhaul, or reconditioning, including reparable items that are radioactively contaminated.
G	<u>Unserviceable</u> (incomplete)	Material requiring additional parts or components to complete the end item before issue.
H	Unserviceable (condemned)	Material that has been determined to be unserviceable and does not meet repair criteria, including condemned

Supply
Condition
Code

Title

Expanded Definition

items that are radioactively contaminated.

S Unserviceable
 (scrap)

Material that has no value except for its basic material content. No stocks will be recorded as on hand Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materials will not be transferred to Condition Code S prior to turn in to PDOs if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN will not be identified by this Condition Code.

Disposal
Condition
Code

Title

Expanded Definition

1 Unused-good

Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.

2 Unused-fair

Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.

3 Unused-poor

Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.

4 Used-good

Used property that is usable without repairs and most of its useful life remains.

5 Used-fair

Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.

6 Used-poor

Unused property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.

7 Repairs
 required-good

Required repairs are minor and should not exceed 15 percent of original acquisition cost.

8	Repairs required-fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs required-poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to range from 41 percent to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content.

CONDENSED LIST OF ACCEPTABLE
CONDITION CODES FOR AUTOMATION EQUIPMENT

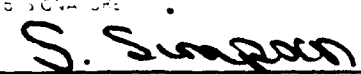
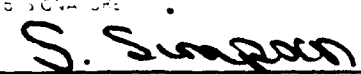
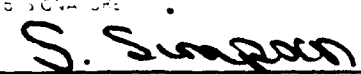
A1	SERVICEABLE (WITHOUT QUALIFICATION)/UNUSED-GOOD
A4	SERVICEABLE (WITHOUT QUALIFICATION)/USED-GOOD
A5	SERVICEABLE (WITHOUT QUALIFICATION)/USED-FAIR
A6	SERVICEABLE (WITHOUT QUALIFICATION)/USED-POOR
B2	SERVICEABLE (WITHOUT QUALIFICATION)/UNUSED-FAIR
B3	SERVICEABLE (WITHOUT QUALIFICATION)/UNUSED-POOR
B4	SERVICEABLE (WITHOUT QUALIFICATION)/USED-GOOD
B5	SERVICEABLE (WITHOUT QUALIFICATION)/USED-FAIR
B6	SERVICEABLE (WITHOUT QUALIFICATION)/USED-POOR
C1	SERVICEABLE (PRIORITY)/UNUSED-GOOD
C2	SERVICEABLE (PRIORITY)/UNUSED-FAIR
C3	SERVICEABLE (PRIORITY)/UNUSED-POOR
C4	SERVICEABLE (PRIORITY)/USED-GOOD
C5	SERVICEABLE (PRIORITY)/USED-FAIR
C6	SERVICEABLE (PRIORITY)/USED-POOR
D2	SERVICEABLE (TEST/MODIFICATION)/UNUSED-FAIR
D3	SERVICEABLE (TEST/MODIFICATION)/UNUSED-POOR
D4	SERVICEABLE (TEST/MODIFICATION)/USED-GOOD
D5	SERVICEABLE (TEST/MODIFICATION)/USED-FAIR
D6	SERVICEABLE (TEST/MODIFICATION)/USED-POOR
E7	UNSERVICEABLE (LIMITED RESTORATION)/REPAIRS REQUIRED-GOOD
E8	UNSERVICEABLE (LIMITED RESTORATION)/REPAIRS REQUIRED-FAIR
E9	UNSERVICEABLE (LIMITED RESTORATION)/REPAIRS REQUIRED-POOR

F7
F8
F9

UNSERVICEABLE (REPARABLE)/REPAIRS REQUIRED-GOOD
UNSERVICEABLE (REPARABLE)/REPAIRS REQUIRED-FAIR
UNSERVICEABLE (REPARABLE)/REPAIRS REQUIRED-POOR

APPENDIX F

DoD 7950.1-M
(Appendix F)

AUTOMATION EQUIPMENT REQUIREMENT (See reverse for instructions)				Form Approved OMB No. 0704-0254 Expires Aug 31, 1989													
<small>Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.</small>																	
1. AGENCY DOCUMENT CONTROL NUMBER 3010-8030-0001		2. REQUIREMENT CASE NUMBER (If Assigned)		3. TYPE REQUEST (X one) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td><td style="width: 85%;">a NEW</td><td style="width: 10%;"></td><td style="width: 10%; text-align: center;"><input type="checkbox"/></td><td style="width: 10%;">c DELETE</td></tr><tr><td style="text-align: center;"><input type="checkbox"/></td><td>b CHANGE</td><td></td><td></td><td></td></tr></table>		<input checked="" type="checkbox"/>	a NEW		<input type="checkbox"/>	c DELETE	<input type="checkbox"/>	b CHANGE					
<input checked="" type="checkbox"/>	a NEW		<input type="checkbox"/>	c DELETE													
<input type="checkbox"/>	b CHANGE																
SECTION I - REQUIRING AGENCY/FACILITY/CONTRACTOR																	
4. SUBMITTING ACTIVITY POINT OF CONTACT a NAME (Last, First, Middle Initial) WILSON, GEORGE A. b TELEPHONE NUMBERS (1) Commercial (Include area code) (2) AUTOVON (703) 274-9999 A 284-9999			5. FUNDING SERVICE/AGENCY Defense Logistics Agency 7. COMPLETE IF REQUEST IS FOR CONTRACTOR/GRANTEE a. NAME OF CONTRACTOR/GRANTEE N/A b. CONTRACT/GRANT NUMBER N/A 8. SITE WHERE EQUIPMENT WILL BE LOCATED a. SERVICE/AGENCY NAME Defense Logistics Agency b. DATA PROCESSING INSTALLATION (DPI) NUMBER(S) 3010														
6. FORWARD AVAILABILITY REPORT TO (Street, City, State, and Zip Code) Defense Automation Resources Information Center ATTN: DARIC-R Alexandria, VA 22304-6100																	
9. AUTOMATED DATA SYSTEM OR PROJECT EQUIPMENT IS TO BE PRIMARILY ASSOCIATED WITH Automation Resources Management System																	
SECTION II - ACQUISITION DATA																	
10. PROJECTED INSTALLATION DATE (ORDINAL YYDD - often referred to as Julian) 88149		11. DELEGATION OF PROCUREMENT AUTHORITY (DPA) (If applicable) DPA NO.		12. MODE OF ACQUISITION (X one) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; text-align: center;"><input type="checkbox"/></td><td style="width: 85%;">a SOLE SOURCE</td><td style="width: 10%;"></td><td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td><td style="width: 10%;">b COMPETITIVE</td></tr></table>		<input type="checkbox"/>	a SOLE SOURCE		<input checked="" type="checkbox"/>	b COMPETITIVE							
<input type="checkbox"/>	a SOLE SOURCE		<input checked="" type="checkbox"/>	b COMPETITIVE													
SECTION III - AUTOMATION EQUIPMENT SYSTEM DATA																	
13. IF REQUIREMENT IS FOR AN AUTOMATION EQUIPMENT SYSTEM COMPLETE THE FOLLOWING:																	
a SYSTEM MANUFACTURER		c SYSTEM PRIMARY USE (X one) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; text-align: center;"><input type="checkbox"/> (1) COMMAND/CONTROL</td><td style="width: 50%; text-align: center;"><input type="checkbox"/> (2) WEAPONS</td></tr><tr><td style="text-align: center;"><input type="checkbox"/> (3) NUMERICAL CONTROL</td><td style="text-align: center;"><input type="checkbox"/> (4) WORD PROCESSOR</td></tr><tr><td></td><td style="text-align: center;"><input type="checkbox"/> (5) BUSINESS DP</td></tr><tr><td></td><td style="text-align: center;"><input type="checkbox"/> (6) COMM CONTROL</td></tr><tr><td></td><td style="text-align: center;"><input type="checkbox"/> (7) SCIENTIFIC RESEARCH</td></tr></table>		<input type="checkbox"/> (1) COMMAND/CONTROL	<input type="checkbox"/> (2) WEAPONS	<input type="checkbox"/> (3) NUMERICAL CONTROL	<input type="checkbox"/> (4) WORD PROCESSOR		<input type="checkbox"/> (5) BUSINESS DP		<input type="checkbox"/> (6) COMM CONTROL		<input type="checkbox"/> (7) SCIENTIFIC RESEARCH	(4) WORD PROCESSOR		(8) OTHER (List)	
<input type="checkbox"/> (1) COMMAND/CONTROL	<input type="checkbox"/> (2) WEAPONS																
<input type="checkbox"/> (3) NUMERICAL CONTROL	<input type="checkbox"/> (4) WORD PROCESSOR																
	<input type="checkbox"/> (5) BUSINESS DP																
	<input type="checkbox"/> (6) COMM CONTROL																
	<input type="checkbox"/> (7) SCIENTIFIC RESEARCH																
b SYSTEM TYPE																	
SECTION IV - ITEM DESCRIPTION (Only one entry for each unique manufacturer/type/model is required)																	
ITEM	14. QTY	15. MANUFACTURER	16. TYPE	17. MODEL	18. COMPONENT DESCRIPTION												
01	4	IBM	3370	A02	Disk Drives												
02	1	IBM	4361	5	CPU												
03																	
04																	
05																	
06																	
07																	
08																	
09																	
10																	
11																	
12																	
13																	
14																	
15																	
<small>Additional items may be included as an addendum to this form (Maximum 99 items per requirement)</small>																	
19. (RESERVED)		20. TOTAL NUMBER ITEMS SUBMITTED 2		21. DATE OF REQUEST (ORDINAL YYDD - often referred to as Julian) 88075													
22. REQUESTING OFFICIAL <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">a TYPED NAME S. SIMPSON, Chief, Redistribution Division</td><td style="width: 50%;">b SIGNATURE </td></tr></table>						a TYPED NAME S. SIMPSON, Chief, Redistribution Division	b SIGNATURE 										
a TYPED NAME S. SIMPSON, Chief, Redistribution Division	b SIGNATURE 																

DD FORM 1851 INSTRUCTIONS

GENERAL INFORMATION

A DD Form 1851 is required for all inquiries to Defense Automation Resources Information Center (DARIC) for determining availability of excess Automation Equipment (AE) when unit acquisition cost is over \$1,500. The form is designed for listing multiple items for a single requirement. One requirement screening request can include a maximum of 99 unique items of various manufacturers, types and models by adding an addendum to DD Form 1851. Forward one completed DD Form 1851 to DARIC in accordance with DoD 7950.1-M, Chapter 2, to initiate required screening.

NOTE: Acquisition of obsolete excess Automation Equipment requires justification statement as listed in DoD 7950.1-M, Chapter 2.

SPECIFIC INSTRUCTIONS

Item 1 - Mandatory. Consists of requesting activity Data Processing Installation (DPI) Number (4 characters) or DoD Activity Address Code (6 characters) listed in DoD 4000.25-D, followed by ABBREVIATED ORDINAL DATE (YDDD - often referred to as Julian),* and report number (4 characters). Examples: 6150-8364-0001 (or) N91982-8364-0001

Item 2 - Assigned by DARIC upon receipt of initial request. Mandatory for all changes or deletions to original submission where DARIC has assigned a Requirement Case Number.

Item 3 - Mandatory. Mark appropriate box

Item 4 - Mandatory. Provide name of individual, AUTOVON and Commercial (including area code) telephone numbers to be contacted for additional information regarding the request.

Item 5 - Mandatory. Provide name of funding Service/ Agency in clear text (Army, Navy, Air Force, Navy Contractor, etc.).

Item 6 - Mandatory. Self-explanatory.

Item 7a - Mandatory. Self-explanatory - enter N/A if not applicable.

Item 7b - Mandatory. Self-explanatory - enter N/A if not applicable.

Item 8 - Optional. Provide name of contractor/ camp/post/station; and City and State.

Item 8a - Mandatory. Identify acquiring Service/ Agency where equipment is to be located (Army, Army Contractor, Navy, Navy Contractor, Air Force, Air Force Contractor, etc.).

Item 8b - Optional. Assigned by the funding Service/ Agency. If the location does not have a DPI number assigned, contact your Service/ Agency focal point for assistance to acquire one.

Item 9 - Optional. Self-explanatory (communications, telemetry, radar, B-1 bomber, cruise missile, etc.).

Item 10 - Mandatory. Ordinal Date** (often referred to as Julian) new equipment is scheduled for installation.

Item 11 - Optional. Self-explanatory.

Item 12 - Optional. Mark appropriate box.

Item 13 - Optional. Self-explanatory.

Items 14 Thru 22 - Mandatory. Self-explanatory.

CHANGES TO REQUIREMENT SCREENING REQUESTS

To change a request undergoing screening, submit a new DD Form 1851 completed as follows:

1. **Corrections.** Enter "X" in item 3b and complete Items 1, 2, 4 and 22. Complete only those items remaining where changes are to be made.

2. **Deletions.** Line item deletion or cancellation of a screening request is accomplished by placing "X" in Item 3c and completing Items 1, 2, 4 and 22. To delete screening of specific line items, identify only those in Section IV to be deleted. Enter "Cancel Screening Request" in Section IV to cancel screening of all items on initial request.

* **Abbreviated Ordinal Date** (often referred to as Julian) is comprised of the last digit of the year and three digits in range of 001-365 (366 in leap year) representing sequence number of day in year, e.g., August 14, 1988 is coded 8226.

** **Ordinal Date** (often referred to as Julian) is comprised of the last two digits of the year and three digits in range of 00 -365 (366 in leap year) representing sequence number of day in year, e.g., August 14, 1988 is coded 88226

APPENDIX G
AUTOMATION EQUIPMENT (AE) EXEMPT FROM
REQUIREMENT SCREENING

Access Control Register
Accumulators
Accumulator Register
Accumulator-Indicator, Data Reduction System,
Acoustic Delay Line
Acoustinet
Adder
AE Spare Parts
Amplifier, Data Acquisition System
Amplifier, Differential
Amplifier, Magnetic Drum Storage Data
Amplifier, Motor Drive, Tape Recorder
Amplifier, Operational, Analog Computer
Amplifier, Recording and Reproducing Magnetic Tape
Amplifier, Recording, Magnetic Tape
Amplifier, Reproducing, Magnetic Tape
Amplifier, Summing, Analog Computer
Amplifier, System Analog Computer
Amplifier, System Tape Recorder
Amplifier, Computer
Amplifier-Storer, Computer
Analog Integrator
Analog Limiters
Analog Multiplexor
Analog Network
Angle Measuring Unit, Film Reader
Attenuator, Coefficient, Analog Computer
Assimilator, Data

Binary Counter
Binary to Decimal Converter
Blanker, Tape Splice
Buffer, Amplifier
Buffer-Register, Digital
Burst, Paper Forms
B-Box
B-Register

Cables
Card Punch Digital Couplers
Cartridge
Channel Decoder
Channel Demodulator
Check Register
Circulating Register
Cleaning Unit, Magnetic Tape
Coder, Electromechanical
Collators
Comment Coder
Commutator, Signal

Comparator, Digital Data
Comparator, Electronic Analog Computer
Comparator, Punched Tape
Comparator-General Signal, Computer
Comparator-Multiplier
Compensator-Tape Speed
Compensator, Wow and Flutter, Tape Recorder
Computer-Amplifier-Storer
Console, Tape Switch Control
Control, Film Selector
Control, Film Sorter
Control Panels
Control-Shift Register Group
Converter-Power Supply
Copiers
Counter, Binary
Counter, Electronic Data
Counter Assembly, Electronic Digital
Cross Telling Input Unit

Decimal to Binary Converter
Decoder
Decoder, Channel
Decollator, Paper Forms
Decommutator, Signal
Degausser, Magnetic Tape
Delay Line, Acoustic
Delay Line, Electric
Delay Line, Magnetic
Delay Line, Mercury
Delay Line, Quartz
Delay Line, Sonic
Delay Unit, Tape Speed Compensation
Demodulator
Demodulator, Channel
Demodulator, Tape Recorder
Differentiator
Digital Converting-Programming Group
Digital Counter Assembly, Electronic
Digital Data Accumulating and Indicating Device
Digital Data Comparator Assembly
Digital Readout Film Reader
Disc Packs
Discriminator, FM
Discriminator, Subcarrier
Distributor, Time-Pulse
Document Data Display Group
Document Data Indexing Set
Drawer Unit, Module
Drawer Unit, Power Supply Module
Driver, Pulse, Tape Punch

Electronic Counter-Shift Register
Electronic Digital Counter Assembly

Encoder-Tape Punch, Digital Data
Eraser, Magnetic

Film Optical Sensing Device
Function Generator

Gate, Electronic
Gate, Information
Gate, Logic
Generator, Function, Analog Computer
Generator, Gaussian Noise
Generator, Situation Display

Head, Projection, Film Reader
Head, Recording Magnetic Tape
Head, Reproducing Magnetic Tape
Head, Assembly, Read-Write

Information Gate
Integrator, Analog
Integrator, Network, Analog Computer
Integrator-Resolver, Analog
Isolator Differential

Keypunch

Limiter, Analog
Logic Cards

Magnetic Drum Storage Data Amplifier
Magnetic Tape Adapter
Matrix Code
Memory Address Computer Comparator
Memory Address Computer Selector
Message Computer Register
Modulator, Tape Recorder
Monitor, Meter, Tape Recorder
Multicoder
Multiplexor, Signal
Multiplexor-Shift Register Group
Multiplier

Panel Control, Plugboard
Panel, Interconnection, Digital Computer
Panel, Meter-Attenuator, Tape Recorder
PC Cards
Perforator, Tape
Plug-In Unit
Potentiometer, Coefficient, Analog Computer
Programmer, Plugboard
Punch, Paper Tape
Racks
Reader, Time Code
Reader-Generator, Time Code
Reader-Tape, Search Control, Time Code

Register, Access Control
Register, Accumulator
Register, Circulating
Register, Computer
Register, Check
Register, Index
Register, Message, Computer
Register-Router, Binary Data
Register-Timer, Binary Data
Regulator, Reference, Analog, Computer
Resolver
Resolver-Multiplier, Analog Computer

Selector, Film
Selector Unit, Marginal Checking
Separator, Paper Forms
Separator, Pulse, Channel Synchronizing
Shift Register
Sorter
Sorter, Film
Splicers
Spoolers
Storer, Track Data

Transcriber
Translator-Time Code
Translator-Generator, Time Code
Translator-Tape Search Control, Time Code

Verifier, Perforated Tape

PUNCH CARD ACCOUNTING MACHINES

Card Reproducer
Collating Machine
Interpreting Machine
Keypunch Machine
Sorting Machine
Tabulating Machine
Verifying Machine

JOB NO: HB152430
DATE: 23 MAR 87

REQUIREMENT REPORT OF EXCESS AUTOMATION EQUIPMENT
DEVELOPED BY
DEFENSE AUTOMATION RESOURCES INFORMATION CENTER

PAGE: 7

REQUIREMENT REQUEST

ASSIGNED REQUIREMENT NUMBER: 658-87 REQUESTING ACTIVITY: DEFENSE AUTOMATION RESOURCES INFORMATION CENTER
REQUESTING SERVICE: DEFENSE LOGISTICS AGENCY

POINT OF CONTACT: GEORGE KNAGGS 703-274-6317 AV 284-6317 AGENCY CONTROL NUMBER: 301070300001
ADDRESS: DARIIC-R CONTRACT NUMBER:
CAMERON STATION ENDING SCREENING DATE: 29 MAY 87
ALEXANDRIA VA 223046100

TYPE: 278 MODEL: 3

REQUIREMENT ITEM NUMBER: 01 MANUFACTURER: TELEX CORP
QUANTITY REQUESTED: 4 COMPONENT DESCRIPTION: TERMINAL, OTHER

.....
.. NO EXCESS AVAILABLE FOR REQUIREMENT NUMBER: 658-87 ..
.....

THIS REPORT CONSTITUTES A CERTIFICATE OF NON-AVAILABILITY (CNA) IN ACCORDANCE WITH
DFARS 70.602 AND DOD 7950.1-M AND EXPIRES ON 7 MAY 87

END OF REPORT

SAMPLE

JOB NO: HB152430
DATE: 23 MAR 87

REQUIREMENT REPORT OF EXCESS AUTOMATION EQUIPMENT
DEVELOPED BY
DEFENSE AUTOMATION RESOURCES INFORMATION CENTER

PAGE: 8

REQUIREMENT REQUEST

ASSIGNED REQUIREMENT NUMBER: 658-87 REQUESTING ACTIVITY: DEFENSE AUTOMATION RESOURCES INFORMATION CENTER
REQUESTING SERVICE: DEFENSE LOGISTICS AGENCY

POINT OF CONTACT: GEORGE KNAGGS 703-274-6317 AV 284-6317
ADDRESS: DEFENSE AUTOMATION RESOURCES INFORMATION CENTER AGENCY CONTROL NUMBER: 301070300001
DARIC-R CONTRACT NUMBER:
CAMERON STATION
ALEXANDRIA VA 223046100 ENDING SCREENING DATE: 29 MAY 87

REQUIREMENT ITEM NUMBER: 02 MANUFACTURER: IBM TYPE: 4361 MODEL: 5
QUANTITY REQUESTED: 1 COMPONENT DESCRIPTION: PROCESSOR CENTRAL (DIGITAL)

AVAILABLE EXCESS EQUIPMENT

AVAILABILITY DATE: 2 FEB 87

REPORTING SERVICE: AIRFORCE CONTRACTOR
REPORTING ACTIVITY: FORD AEROSPACE & COMM. CORP.

DOD CASE NUMBER: 1870-87
REPORT NUMBER: S0521A7296E
POINT OF CONTACT: 415-876-9569 AV 466-9569
EQUIPMENT LOCATION: DLA DCASMA-SF
EXCESS ITEM NUMBER: 01 QUANTITY AVAILABLE: 1
MANUFACTURE: IBM OWNER: OWNED
COMPONENT DESCRIPTION: PROCESSOR CENTRAL (DIGITAL) TYPE: 4361 MODEL: 5
CONDITION: A4 SERVICEABLE (WITHOUT QUALIFICATION) / USED-GOOD

END OF REPORT

SAMPLE

APPENDIX I

PREPARATION OF DD FORM 1149, REQUISITION INVOICE/SHIPPING DOCUMENT

A. General. To acquire DoD excess AE, a DD Form 1149 is used. Sufficient copies should be prepared to ensure that the original and three copies are forwarded to DARIC-R for processing in accordance with applicable DoD Component and contractor regulations (Appendix B). Identify all requested equipment by DoD case number. Each DoD case number requires a separate DD Form 1149.

1. Preparation instructions:

a. Block No. 1. Insert name and address of originating activity.

b. Block No. 2. Insert the following address:

Director
Defense Automation Resources Information Center
ATTN: DARIC-R
Cameron Station
Alexandria, VA 22304-6100

c. Block No. 3. Provide a shipping address for the equipment and the name and telephone numbers (AUTOVON and commercial with area code) of the designated consignee that should be contacted to coordinate the shipment. Provide the Data Processing Installation (DPI) number for the activity where the equipment will be installed. (DO NOT ENTER A MAILING ADDRESS IN THIS BLOCK.) If activity is not located within CONUS, provide a CONUS point of contact.

d. Block No. 4. Cite funds to cover packing, crating and handling, and transportation for the shipment.

e. Block No. 5. Use date requisition is prepared.

f. Block No. 6. This number consists of the requesting activity DoD Activity Address Code (DoDAAC) listed in DoD 4000.25-6-M, the Ordinal Date (YYDD), and requisition number. (Ordinal Date, often referred to as Julian date, is comprised of the last digit of the year and three digits in the range of 001-365 (366 in leap year) representing the sequence number of the day in the year; e.g., August 14, 1987 is coded as 7226.)

	<u>DODAAC</u>	<u>ORDINAL DATE</u>	<u>REQUISITION NO.</u>
Example:	FB2829	7226	1039

g. Block No. 7. Self-explanatory.

h. Block No. 8. Priority may be left blank unless urgency of need dictates use of premium transportation.

i. Block No. 9. Indicate use for which being acquired. This block must include one of the following:

- (1) Replacing leased equipment.
- (2) Avoiding a funded procurement.
- (3) Cost-reimbursement type contact. (See Chapter 2, paragraph I.5.d for additional information.)
- (4) Equipment modification.
- (5) Redundancy (backup).
- (6) Cannibalization.
- (7) Grantees.

j. Block No. 10. Signature of official at activity level authorized to commit funds and requisition AE.

k. Blocks No. 11. To be completed by shipping activity.

l. In the Body of Requisition

(1) Column (a). Assign item numbers in sequence for each item requested.

(2) Column (b)

(a) Provide full description, including serial number of each item required.

(b) Include statement to ship all associated cables, and operating and maintenance manuals and logs with equipment.

(c) When acquiring outdated excess AE, include a statement to attest that the proposed redistribution action is the lowest total overall cost solution to a mission requirement (see Chapter 2, paragraph I.1.e.), and include date of planned replacement.

(d) Provide cost benefit information in accordance with Chapter 2, paragraph I.1.f.

(e) If equipment is to be transhipped overseas to a DoD Component activity, it is the responsibility of the requesting activity to provide sufficient packing, crating and handling (PCH), and transportation instructions (including appropriate fund citations) to accomplish a cost-effective and efficient transfer of equipment. The DoD Component focal point (Appendix Z) will provide guidance or assistance, as required.

(3) Column (c). Enter unit of issue.

(4) Column (d). Enter quantity required.

(5) Column (e). Enter "P" if Government-owned, or "L" if leased and requesting activity is going to convert to purchase or continue

the lease. If leased, provide appropriate statement identified in Chapter 2, paragraph I.1.d.

(6) Columns (f) and (i). Leave blank.

m. Blocks Nos. 16 and 17. Complete if required by mode of transportation requested.

n. Block No. 18. Reserved for use by shipping activity.

o. Block No. 19. Reserved for use by receiving installation.

2. The complete DD Form 1149 should be forwarded to DARIC in accordance with procedures outlined in this Appendix and Chapter 2, Section I, upon satisfying applicable DoD Component or contractor approval requirements.

B. Examples of Complete DD Form 1149s. The following pages provide examples of properly prepared DD Form 1149s.

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Apr 30 1989	
1 FROM (Include ZIP Code) CFAO/NARF, Box: SU/CR ADP Div. FPO Seattle, WA 98770		2 TO (Include ZIP Code) Director, Defense Automation Resources Information Center ATTN: DARIC-R Cameron Station, Alex., VA 22304-6100 Contact Mr. R. Payne AUTOVON: 536-2181/2713 COMM: 0899-38-0110 DPI 1039 Kadena Okinawa, Japan		3 SHIP TO MARK FOR Naval Air Facility Kadena Kadena Okinawa, Japan		4 APPROPRIATIONS SYMBOL AND SUBHEAD 1743980. 2379/022/73001/063408 2D/0000000 00 N187 98003		5 REQUISITION DATE 31 Mar 88		6 REQUISITION NUMBER N62254-8090-0301	
7 DATE MATTERIAL REQUIRED ASAP		8 PRIORITY		9 AUTHORITY OR PURPOSE Avoid Procurement		10 SIGNATURE <i>[Signature]</i>		11a VOUCHER NUMBER & DATE		12 DATE SHIPPED	
13 MODE OF SHIPMENT		14 BILL OF LADING NUMBER		15 AIR MOVEMENT OF SIGNATOR OR PORT REFERENCE NO		CHARGEABLE ACTIVITY		BUREAU CONTROL ACTIVITY NO.		BUREAU CONTROL NO	
UNIT OF ISSUE (f)		QUANTITY REQUESTED (g)		SUPPLY ACTION (h)		CON. TAINER NOS (i)		UNIT PRICE (j)		TOTAL COST (k)	
DoD Case Number 1976-88		EA		P							
Processor, MFR: IBM, Type: 4341-P02, SN 33086											
Cost Benefit - \$300,000 (Purchase price of new equipment)											
Government Owned - No reimbursement required.											
Include all cables, operating and maintenance manuals and logs.											
AIR TRANSPORTATION SHIP TO 63RD MAW/MATCV, NORTON AFB, GA 92409-5000											
FURTHER SHIPMENT TO (ULTIMATE CONSIGNEE: KADENA, OKINAWA, JAPAN)											
NARDAC APPROVAL: <i>[Signature]</i>											
16 TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO											
ISSUED BY		TOTAL CON. TAINERS		TYPE CON. TAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBIC	
A											
B											
C											
D											
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REQUISITION AND INVOICE / SHIPPING DOCUMENT									
<p>1 FROM (Include ZIP Code) Defense Communications Engineering Center 1860 Wiehle Ave. Reston, VA 22090-5500</p>									
<p>2 TO (Include ZIP Code) Director, Defense Automation Resources THRU: DCA, Code 633 Information Center ATTN: DARIC-R Cameron Station, Alexandria, VA 22304-6100 20305-2000</p>									
<p>3 SHIP TO - MARK FOR Director Defense Communications Engineering Center ATTN: Code R830B 1860 Wiehle Avenue Reston, VA 22090-5000 DPI 3101</p>									
<p>4 APPROPRIATIONS SYMBOL AND SUBHEAD 9770100.4300 7C7 38C1 R80026 2213 842500</p>									
<p>5 OBJECT CLASS EXPENDITURE ACCOUNT (To) FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b) DoD Case Number 1905-88 CPU UNI 1110, SN 6911 Ship all associated cables, operating and maintenance logs and manuals. Cost Benefit: \$75,000 (Third party vendor lease fees) Based on our completed obsolescence review, this equipment represents the lowest overall cost to satisfy an existing mission requirement. Upgrade/replacement is projected for FY 89.</p>									
<p>6 REQUISITION DATE 31 Mar 88 7 DATE MATERIAL REQUIRED ASAP 8 PRIORITY 9 AUTHORITY OR PURPOSE Interim Modification for Temporary Extended Requirement 10 SIGNATURE (Charles) W. Smith 11a VOUCHER NUMBER & DATE 12 DATE SHIPPED 13 MODE OF SHIPMENT 14 BILL OF LADING NUMBER 15 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO</p>									
<p>16 TRANSPORTATION VIA MATS OR MISTS CHARGEABLE TO</p>									
<p>17 SPECIAL HANDLING</p>									
<p>18 ISSUED BY</p>									
<p>19 CONTAINERS RECEIVED EXCEPT AS NOTED</p>									
<p>20 QUANTITIES RECEIVED EXCEPT AS NOTED</p>									
<p>21 POSTED</p>									
<p>22 TOTAL</p>									
<p>23 SHEET TOTAL</p>									
<p>24 GRAND TOTAL</p>									
<p>25 RECEIVER'S VOUCHER NO</p>									

REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Apr 30 1989																					
1 FROM (Include ZIP Code) WR-ALC/MRRRO Robins AFB, GA 31098-5000				2 TO (Include ZIP Code) THRU: 700/GAMO Director, Defense Automation Resources Information Center, ATTN: DARIC-R Cameron Station, Alexandria, VA 22304-6100				3 SHEET NO 1 NO OF SHEETS 1		4 REQUISITION DATE 31 Mar 88		5 REQUISITION NUMBER FB2065-8090-0007		6 PRIORITY																	
3 SHIP TO - MARK FOR WR-ALC/MRRRO ATTN: Leo Brown Robins AFB, GA 31098-5000 DPI 5814				4 CONTACT: Leo Brown AUTVON: 421-7416 COM: (195) 936-7416				7 DATE MATERIAL REQUIRED ASAP		8 AUTHORITY OR PURPOSE Equipment Modification		9 REQUIREMENT -																			
5 APPROPRIATIONS SYMBOL AND SUBHEAD 5743400 304 6308 27390E 07 46905 503300				6 OBJECT CLASS				7 CHARGEABLE ACTIVITY		8 BUREAU CONTROL ACTIVITY NO		9 BUREAU CONTROL NO		10 AMOUNT \$480.00																	
11 FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (a) DoD Case Number 6-88 2 IBM 3350 A2F Direct Access Store SN 3208, 32100 Cost Benefit - \$31,920 (Used accrued lease credits) Sole Source There is a documented finding and determination that the equipment represents the lowest total overall cost (LTCC). 700/GAMO Approval: <i>D. Anderson</i>				12 UNIT OF ISSUE (c) EA 2				13 QUANTITY REQUESTED (d) 2		14 SUPPLY ACTION (e) L		15 TYPE OF TAINER (f) L		16 UNIT PRICE (g) \$		17 TOTAL COST (h) \$															
18 TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO										19 SPECIAL HANDLING																					
20 ISSUED BY				21 DESCRIPTION				22 TOTAL WEIGHT				23 TOTAL CUBIC				24 CONTAINERS RECEIVED EXCEPT AS NOTED				25 DATE				26 BY				27 SHEET TOTAL			
28 TO				29 TYPE CON. TAINERS				30 TOTAL CON. TAINERS				31 TOTAL CON. TAINERS				32 QUANTITIES RECEIVED EXCEPT AS NOTED				33 DATE				34 BY				35 GRAND TOTAL			
36 CHECKED BY				37				38				39				40 POSSED				41 DATE				42 BY				43 RECEIVER'S VOUCHER NO			
44 PACKED BY				45				46				47				48				49				50				51			
52				53				54				55				56				57				58				59			
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DD Form 1149, JUN 86
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Previous editions are obsolete.

APPENDIX J

PREPARATION OF A STANDARD FORM (SF) 122, TRANSFER ORDER EXCESS PERSONAL PROPERTY

A. General. Use an SF122 to request excess AE in the possession of a civil agency or one of their contractors. Forward an original form and five copies to DARIC-R for processing in accordance with this Manual and applicable DoD Component or Contractor regulations (Appendix B). Identify all requested equipment by DoD case number. Each DoD case number requires a separate SF122.

1. Preparation instructions:

a. Block No. 1. Enter the requesting activity DoD Activity Address Code (DoDAAC) listed in DoD 4000.25-6-M, the Ordinal Date (YDDD), and Requisition Number. (Ordinal Date, often referred to as Julian Date, is comprised of the last digit of the year and three digits in the range of 001-365 (366 in leap year) representing the sequence number of the day in the year; e.g., August 14, 1987 is coded as 7226.)

	<u>DODAAC</u>	<u>ORDINAL DATE</u>	<u>REQUISITION NO.</u>
Example:	M67360	7226	0002

b. Block No. 2. Use date requisition is prepared.

c. Block No. 3. Insert "via" DARIC in all instances and appropriate DoD Component approval channel (as applicable).

d. Block No. 4. Self-explanatory.

e. Block No. 5. Enter name, city, and state of activity releasing the equipment.

f. Block No. 6. Provide detailed shipping address to ensure proper delivery. Include the Data Processing Installation (DPI) number for the activity where the equipment will be installed. (DO NOT ENTER A MAILING ADDRESS IN THIS BLOCK.)

g. Block No. 7. Indicate city and state location as shown in the DARIC Excess Automation Equipment Bulletin or ARMS data base.

h. Block No. 8. Indicate mode of transportation desired and include name and telephone numbers (AUTOVON commercial with area code) of the designated consignee.

NOTE: If equipment is to be transhipped overseas to a DoD Component activity, it is the responsibility of the requesting activity to provide sufficient packing, crating and handling (PCH), and transportation instructions, including appropriate fund citations, to accomplish a cost-effective and efficient transfer of equipment. The DoD Component focal point (Appendix Z) will provide guidance or assistance, as required.

i. Block No. 9. Signature, title, and date of signature by the activity representative authorized to request the equipment.

j. Blocks Nos. 10 and 11. Cite funds to cover all PC&H and transportation.

k. Block No. 12. Leave blank.

l. Block No. 13.

(1) Column (a). Enter GSA Case Number as shown in the Excess AE Bulletin or ARMS data base.

(2) Column (b). Assign item numbers in sequence for each item requested.

(3) Column (c)

(a) Enter DoD case number assigned to the excess AE.

(b) Give full description, including serial number, of each item required.

(c) Include statement to ship all associated cables, and operating and maintenance manuals and logs with shipment.

(d) When acquiring outdated excess AE, the SF122 must include a statement that the proposed redistribution action is the lowest total overall cost solution to a mission requirement (see Chapter 2, paragraph I.1.e.), and include date of planned replacement. A copy of the obsolescence review must be attached.

(e) Cost benefit information will be provided in accordance with Chapter 2, paragraph I.1.f.

(f) For Exchange/"Sale" and Information Technology Fund equipment, a statement of intent to commit funds to reimburse the civil agency or the Fund, as appropriate, is entered on the form or contained in an accompanying letter of transmittal.

(g) Requests for leased excess AE must include the applicable statement identified in Chapter 2, paragraph I.1.d.

(h) Requests for Government-owned equipment not requiring Exchange/"Sale" or Fund payment must obtain the statement: "No Reimbursement Required."

(i) All SF122s must obtain a statement of use:

1. Replacing leased equipment.

2. Avoiding funded procurement.

3. Cost-reimbursement type contract. (See Chapter 2, paragraph I.5.d for additional required information.)

4. Equipment modification.
5. Redundancy (backup).
6. Cannibalization.
7. Grantees.

(j) GSA Service Fee. Each Transfer Order Excess Personal Property (SF122) processed by GSA is subject to a \$350 service fee, payable to GSA. To facilitate processing, provide on the SF122 an appropriation symbol, billing address, name and commercial telephone number for billing inquiries. If the service fee is to be paid from the same appropriation listed in Blocks 10 and 11, annotate the SF122 accordingly.

(4) Column (d). Enter unit of issue.

(5) Column (e). Enter quantity required.

(6) Column (f) and (g). Leave Blank.

m. Block No. 14. Leave Blank.

2. Forward the completed SF122 to DARIC in accordance with the procedures outlined in this Appendix and Chapter 2, Section E, after satisfying applicable DoD Component or contractor approval requirements.

B. Examples of Completed SF122s. The following pages provide examples or properly prepared SF122s.

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1 ORDER NO N00421-7276-2869 2 DATE 2 Oct 87	
3 TO: GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information Center, ATTN: DARIC-R, Cameron Station, Alex., VA 22304-6100 5 HOLDING AGENCY (Name and address)* Sandia National Laboratories Albuquerque, NM				4 ORDERING AGENCY (Full name and address)* N00421/Supply Officer Naval Air Station Patuxent River, MD 20670-5000 6 SHIP TO (Consignee and destination)* Receiving Officer DPI 9999 Naval Air Station Patuxent River, MD 20670-5000		
7. LOCATION OF PROPERTY Albuquerque, New Mexico				8 SHIPPING INSTRUCTIONS PADDED VAN Contact: Sam Loggins AUTOVON: 656-9999 COMM: (301) 363-9999		
9 ORDERING AGENCY APPROVAL A SIGNATURE <i>K. L. Merson</i> K. L. Merson C TITLE Head, Optical Section, Chesapeake Test Range				B DATE 2 Oct 87 10 APPROPRIATION SYMBOL AND TITLE 17X4912.1959 026 77777 0 00421 2F 623157 11 ALLOTMENT 12 GOVERNMENT B/L NO		
13 PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <small>(Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number)</small> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT TOTAL (f) (g)	
W87-97-17	1	DoD Case 6312-87 Scanner Mfr: Nytone, Inc., Mod: TSC2 with Display System, Mfr: Deanza Sys., Inc., Mod: VC5000 All associated cables, operating and maintenance manuals and logs should be included with shipment. Government-owned. No Reimbursement Required. \$350.00 GSA Service Fee to be billed to appropriation in Block 10 above. NARDAC Approval. <i>S. Jones</i> Purpose: Replace Leased Equipment Cost Benefit: \$2100 (Annual lease fees avoided)	ea	1		
14 GSA APPROVAL		A SIGNATURE	B TITLE		C DATE	
FOR GSA USE ONLY		AGENCY AND LOCATION AGENCY STATE		FSC	CONDITION	SOURCE CODE

*Include ZIP Code

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1 ORDER NO N66604-7214-0019 2 DATE 1 Aug 87	
3. TO: GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information Center, ATIN: DARIC-R Cameron Station, Alex., VA 22304-6100 5. HOLDING AGENCY (Name and address)* General Services Administration Washington, DC				4 ORDERING AGENCY (Full name and address)* Commanding Officer Naval Underwater Systems Center Newport, R. I. 02841-5000 6. SHIP TO (Consignee and destination)* DPI 9999 Commanding Officer, Bldg 1176, NUSC Newport, R. I. 02841-5000 AV 444-6216 Contact: R. Attkison COMM (401)444-6219		
7. LOCATION OF PROPERTY Washington, DC				8. SHIPPING INSTRUCTIONS Electronic Air Ride Van M/F: A. Hayes, Code 3511 CSTL Lab, Bldg 1171 NUSC, Newport, R.I. 02841-5000		
9. ORDERING AGENCY APPROVAL A SIGNATURE <i>E. F. Daniel</i> E. F. Daniel C TITLE Supply Officer				10. APPROPRIATION SYMBOL AND TITLE 17x4912 3790 000 77777 0 066604 2F 000000 000084A34700 (TAC N997) 11. ALLOTMENT Same as Block 10 12. GOVERNMENT B/L NO		
13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION <small>(Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number)</small> (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST UNIT TOTAL (f) (g)	
W87-24-35	1.	DoD Case No. 6213 87 RM05 Disk Drive with MASSBUS Controller Mfr: DEC, SN: CX17806	ea	1		
	2.	RM05 Disk Drive Mfr: DEC, SN: CX11400 Exchange/"Sale" Property Shipment to include cables, operating and maintenance manuals and logs. Approved Requirement. Purpose: Replace Leased Funds in the amount of \$24,000.00 have been committed to reimburse the Agency offering this equipment for transfer under Exchange/Sale provisions. Bill Exchange/Sale charges to Block 6 Cost Benefit: \$12,000 (Annual lease fees avoided less agency reimbursement) \$350.00 GSA service fee to be billed to appropriation in Block 10 above. NARDAC Approval: <i>[Signature]</i>	ea	1		
14. GSA APPROVAL		A SIGNATURE <i>[Signature]</i>		B TITLE		C DATE
FOR GSA USE ONLY	AGENCY AND LOCATION AGENCY STATE		FBC	CONDITION	SOURCE CODE	

*Include ZIP Code

STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.306 FPMR (41 CFR) 101-43.315		TRANSFER ORDER EXCESS PERSONAL PROPERTY			1 ORDER NO W99999-7317-2316 2 DATE 4 Aug 87	
3. TO: GENERAL SERVICES ADMINISTRATION* VIA Dir, Defense Automation Resources Information Center, ATIN: DARIC-R, Cameron Station, Alex. VA 22304-6100				4. ORDERING AGENCY (Full name and address)* Directorate of Information Management Sharpe Army Depot Lathrop, CA 95331-5250		
5. HOLDING AGENCY (Name and address)* U. S. Department of Labor/BLS San Francisco, CA				6. SHIP TO (Consignee and destination)* DPI T524 Will Pick Up.		
7. LOCATION OF PROPERTY San Francisco, CA				8. SHIPPING INSTRUCTIONS Contact: Kenneth Carterman Autovon: 462-2132 Comm: 202-363-2132		
9. ORDERING AGENCY APPROVAL A. SIGNATURE L. Spencer <i>Spencer</i> B. DATE 5 Aug 87				10. APPROPRIATION SYMBOL AND TITLE N/A Will Pick Up.		
C. TITLE Director, Information Management				11. ALLOTMENT		12. GOVERNMENT B/L NO.

13. PROPERTY ORDERED						
GSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name, FSC Group and Class, Condition Code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
W87-015-8	1	DoD Case Number 5938-87 MICROPROCESSOR, ZEN Z148 SN 9999 \$350.00 GSA Service Fee to be billed to Block 4, ATIN: Mr. Smith ATTN: SD SSH A/C 202-363-1322 Government-owned - no reimbursement required Purpose: Avoid Procurement Cost Benefit: \$2500 (Cost of new AE) ASB-LGL Approval <div style="text-align: center; font-family: cursive; font-size: 1.5em; margin: 10px 0;">J. Smith</div> Shipment to include cables, operating and maintenance manuals and logs.	ea	1		

14. GSA APPROVAL	A. SIGNATURE	B. TITLE	C. DATE
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FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

*Include ZIP Code

APPENDIX K

REIMBURSEMENT AGREEMENT - ADP EQUIPMENT LEASE

LESSOR General Services Administration (GSA)		LESSEE
TYPE OF EQUIPMENT		EFFECTIVE DATE OF LEASE Date of acceptance of this agreement
LOCATION OF EQUIPMENT		LENGTH OF LEASE Indefinite
FORM OF REIMBURSEMENT Lessee will be billed 30 days after receipt of accepted agreement	TOTAL ONE TIME RENTAL PAYMENT \$	GSA APPROPRIATION TO BE CREDITED 47X4541 ADP Fund
LESSEE RESPONSIBILITIES		

Under this agreement, the Lessee will:

- Be responsible for all charges, if any, for transportation, packing and crating of equipment under this agreement.
- Be responsible for the expense of any necessary alterations or attachments subsequently installed on this equipment.
- Arrange and pay for, any technical equipment modifications made by the equipment manufacturer.
- Pay for equipment maintenance. The equipment will be kept under continuous maintenance during the period of this agreement.
- Provide written notice to GSA for any relocation of equipment to other sites.
- Be responsible for property accountability and periodic confirmation thereof. A written notice must be given 90 calendar days prior to any discontinuance.
- Retain use of the equipment as long as required under the terms and conditions of this agreement. Ownership of the equipment will remain with the ADP Fund.

SPECIAL PROVISIONS OF AGREEMENT

GSA APPROVAL	SIGNATURE AND TITLE	DATE APPROVED
LESSEE ACCEPTANCE	SIGNATURE AND TITLE	DATE ACCEPTED

GENERAL SERVICES ADMINISTRATION

GSA FORM 8006 (5-72)

APPENDIX L

GSA RESPONSIBILITY FOR CONDITION OF INFORMATION TECHNOLOGY
FUND EQUIPMENT ACQUIRED UNDER LEASE AGREEMENT

POLICY

1. The General Services Administration (GSA) will guarantee components leased through the Fund to be acceptable for maintenance by the OEM or a mutually agreed upon ADPE maintenance firm.

2. GSA will reimburse the lessee for all inspection and refurbishment costs, as determined by GSA, on items as specified above. Transportation costs will be borne by the lessee.

3. GSA will bear transportation and inspection costs on equipment GSA determines unfeasible to refurbish.

PROCEDURES

1. Lessees will pay all charges for transportation of the equipment to their designated site. Lessee will then arrange and pay the cost of obtaining an estimate of refurbishment on the item(s) involved. The estimate will then be forwarded to GSA.

2. If GSA advises the lessee to proceed with the refurbishment, GSA, upon receipt of a SF1080 or SF1081, will reimburse the lessee in the amount of the inspection and refurbishment.

3. If GSA advises the holder not to proceed with the refurbishment, the equipment will be offered to the holder without payment to GSA. If accepted on this basis, the holder will pay for the transportation and inspection costs. If the equipment is not wanted on this basis, GSA will readvertise the item(s) and advise the holder where to ship them, and, upon receipt of a SF1080 or SF1081, GSA will reimburse the amount of the inspection and incurred transportation costs.

APPENDIX M

ANALYSIS FOR OBSOLESCENCE

An obsolescence review is a limited comparative cost analysis performed to determine whether total overall systems life cost savings are obtainable with newer ADPE technology, relative to operation of outdated ADPE (either the CPU or other components of the total mainframe ADP system). The analysis shall include (but not necessarily be limited to) consideration of the following items for both the existing outdated ADPE and the replacement ADPE as appropriate:

(a) Systems acquisition costs: Purchase price of replacement system or net lease cost of replacement system, including emulators and simulators.

(b) System operating costs:

(1) Maintenance and operations costs (preventative maintenance and unscheduled downtime);

(2) Energy cost (operating and cooling of central processing units (CPUs) and peripherals); and,

(3) Timesharing service to supplement capacity lost due to downtime.

(c) Hidden costs of equipment operation:

(1) Personnel (e.g., operators, programmers, and systems analysts costs such as unscheduled personnel overtime and manual labor to replace normally automated functions); and,

(2) Floor space costs (CPUs, peripherals, and personnel).

(d) Auxiliary hardware costs:

(1) Uninterruptable power supplies;

(2) Front end data communication processors;

(3) Peripheral equipment controllers;

(4) Communication adapters; and,

(5) Hardware optimizers.

(e) Conversion cost, if applicable.

(f) Administrative costs of the acquisition process.

(g) Present value of money.

APPENDIX N

TRANSFER ORDER SURPLUS PERSONAL PROPERTY		1. ORDER NUMBER(S) a. 25-3-0975-51 b. _____		FORM APPROVED OMB NUMBER 3090-0014	PAGE 1 OF _____ PAGES		
2. TYPE OF ORDER <input checked="" type="checkbox"/> STATE AGENCY <input type="checkbox"/> DOD(ISA) <input type="checkbox"/> FAA		3. SURPLUS RELEASE DATE 3/17/88	4. SET ASIDE DATE	<input checked="" type="checkbox"/> NON- REPORTABLE <input type="checkbox"/> REPORTABLE	6. TOTAL ACQUISITION COST \$10,900.00		
7. TO GENERAL SERVICES ADMINISTRATION (FPRS)* 3FBPU-W 7th & D Streets, SW Washington, DC 20407				8. LOCATION OF PROPERTY HQUSACE 5176 EISENHOWER AVE. ALEXANDRIA, VA 22304			
9. HOLDING AGENCY (Name and address) *				10. FOR GSA USE ONLY			
US ARMY CORPS OF ENGINEERS, CELD-SH M DEMARCO 20 MASS AVENUE, NW WASHINGTON, DC 20314				SOURCE CODE <input type="checkbox"/> STATE <input type="checkbox"/> CITY <input type="checkbox"/> TYPE OF DONATION <input type="checkbox"/> ADJUSTED ALLOCATION CODE <input type="checkbox"/>			
CONTACT (202) 272-0672							
11. PICKUP OR SHIPPING INSTRUCTIONS *							
NOTIFY - Director - State Agency for Surplus Property - room 1010 Administration & Finance - Purchasing Agent's Division - One Ashburton Place Boston, Massachusetts 02108- Tel. 727-5774 - to arrange for pick-up. -- Area Code (617)							
12. SURPLUS PROPERTY LIST							
L/I NO.	IDENTIFICATION NUMBER(S)	DESCRIPTION	DEMIL. CODE	COND. CODE	QUANTITY AND UNIT	ACQUISITION COST	
(a)	(b)	(c)	(d)	(e)	(f)	UNIT (g)	TOTAL (h)
	W74RDV72180001 W8-004999	NAT'L STOCK NO: 7010 PROCESSOR CENTRAL (DIGITAL) TYPE TRS, MDL 80, SN 118553		A4	4ea.	2,400.00	9,600.00
	W74RDV72180002 W8-005000	NAT'L STOCK NO: 7010 MEMORY UNIT DISC TYPE 26, MDL 4160, SN 125572		A4	2ea.	650.00	1,300.00
SAMPLE							
13. TRANSFEREE ACTION		a. TRANSFEREE (Name and address of State Agency, SEA, or public airport) *		b. SIGNATURE AND TITLE OF STATE AGENCY OR DONEE REPRESENTATIVE		c. DATE	
Transferor certifies and agrees that transfers and donations are made in accordance with 41 CFR 101-44, and to the terms, conditions, and assurances as specified on this document.		State Agency for Surplus Property Room 1010 One Ashburton Place Boston, Massachusetts 02108		 Edward F. Aleixo, Director		3/16/88	
14. ADMINISTRATIVE ACTION		a. DETERMINING OFFICER (DOD or FAA) *		b. SIGNATURE OF DETERMINING OFFICER		c. DATE	
I certify that the administrative action is in accordance with 41 CFR 101-44 and is being taken on this document have been and are being taken. TS		a. APPROVING OFFICER		SIGNATURE OF APPROVING OFFICER		DATE	
		GSA, FSSB, 3FBPU-W		 Vincent P. Evans		3/21/88	

*Please include "ZIP Codes" in all address blocks.
NSN 7540-00-965-2415
Previous Editions not usable

123-107

STANDARD FORM 123 (REV. 6-82)
Prescribed by GSA
FPMR (41 CFR) 101-44.110

APPENDIX O
AUTOMATION RESOURCES SHARING PROFILE
BY MANUFACTURER AND SYSTEM TYPE

+ AMDAHL +

SYSTEM MANUFACTURER:	AMDAHL
SYSTEM TYPE/MODEL:	V7
DPI NUMBER:	6142
SERVICE:	NAVY
RESOURCE STATE:	US DIST OF COLUMBIA
RESOURCE LOCATION:	NAVY DATA AUTOMATION CENTER WASHINGTON NAVY YARD, BLDG 196 WASHINGTON, DC 20374-1435
CONTACT/PHONE/AUTOVON:	JOHN F. SIEGRIST 202-433-5223/288-5223
ALTERNATE/PHONE/AUTOVON:	EDWARD P. ZDANCEWICZ 202-433-5227/288-5227
COMMERCIAL SOFTWARE:	CICS, TSO, INTERACT, CMS, INTELLECT
DATA BASE MANAGEMENT SYSTEMS:	IMS, IDMS
LANGUAGES:	COBOL, FOCUS, FORTRAN, ALC
PROCESSING ENVIRONMENT:	BATCH, TELEPROCESSING, MULTIPROCESSING
IN-HOUSE SOFTWARE:	NONE
OPERATING SYSTEMS:	MVS
COMMENTS:	NONE

APPENDIX P

DATE: 27 MAR 87 AUTOMATION RESOURCE SHARING REQUIREMENT REPORT PAGE: 1
DEVELOPED BY
DEFENSE AUTOMATION RESOURCES INFORMATION CENTER

REQUIRED RESOURCE

ASSIGNED REQUIREMENT NUMBER:
AGENCY CONTROL NUMBER:
SERVICE:
POINT OF CONTACT:
PHONE/AUTOVON:
ADDRESS:

SR870005
DH87035001
OTHER DoD
THOMAS WOTRING
(202) 325-6984/NONE
DEFENSE NUCLEAR AGENCY
6801 TELEGRAPH ROAD
ALEXANDRIA, VA 22310-5000
IBM
3090
27 MAR 87

SAMPLE

SYSTEM MANUFACTURER:
SYSTEM TYPE/MODEL:
END SCREENING DATE:

*
* NO AVAILABLE SHARING RESOURCES FOR REQUIREMENT NUMBER: SR870005
*

THIS REPORT CONSTITUTES A CERTIFICATE OF NON-AVAILABILITY (CNA) IN ACCORDANCE
WITH DoD 7950.1-M AND EXPIRES ON 11 MAY 87.

DATE: 27 MAR 87 AUTOMATION RESOURCE SHARING REQUIREMENT REPORT PAGE: 2
DEVELOPED BY
DEFENSE AUTOMATION RESOURCES INFORMATION CENTER

REQUIRED RESOURCE

ASSIGNED REQUIREMENT NUMBER: SR870021
AGENCY CONTROL NUMBER: DF87085001
SERVICE: AIR FORCE
POINT OF CONTACT: DONNA BOSTON
PHONE/AUTOVON: (202) 555-5897/888-5897
ADDRESS: 7CG/GAMO
ROOM 3A999
PENTAGON ADM, VA 20330-6345
AMDAHL
V7
27 MAR 87

SAMPLE

SYSTEM MANUFACTURER:
SYSTEM TYPE/MODEL:
END SCREENING DATE:

AVAILABLE RESOURCE(S)

SYSTEM MANUFACTURER: AMDAHL
SYSTEM TYPE/MODEL: V7
LOCATION: NAVY DATA AUTOMATION CENTER
WASHINGTON NAVY YARD, BLDG 196
WASHINGTON, DC 20374-1435
CONTACT/PHONE/AUTOVON: JOHN F. SIEGRIST
(202) 433-5223/288-5223
ALTERNATE/PHONE/AUTOVON: EDWARD P. ZDANCEWICZ
(202) 433-5227/288-5227
COMMERCIAL SOFTWARE: CICS, TSO, INTERACT, CMS, INTELLECT
DATA BASE MANAGEMENT SYSTEM: IMS, IDMS
LANGUAGES: COBOL, FOCUS, FORTRAN, ALG
PROCESSING ENVIRONMENT: BATCH, TELEPROCESSING
MULTIPROCESSING
IN-HOUSE SOFTWARE: NONE
OPERATING SYSTEMS: MVS
COMMENTS: NONE

**ADP SHARING SERVICES PROVIDED TO OTHER AGENCIES
OR
ADP SERVICES OBTAINED FROM COMMERCIAL SOURCES**

INTERAGENCY REPORT CONTROL
NUMBER

1106-GSA-AN

INSTRUCTIONS (Mark the appropriate box and complete as indicated.)

- ☒ ADP SHARING SERVICES PROVIDED TO OTHER AGENCIES. Complete Sections I, II and IV only and submit to GSA, KHE, Washington, DC 20405 by November 30th of each year. (See *FIRMR (41 CFR) 201-31.006.*) Provided to: **U.S. Army Ballistic Laboratory**
- ☐ ADP SERVICES OBTAINED FROM COMMERCIAL SOURCES. Complete Sections I, III and IV only and submit on a call basis when specified by GSA, KM (See *FIRMR (41 CFR) 201-31.006.*)

SECTION I - AGENCY IDENTIFYING INFORMATION

- | | | |
|--|---------------------|-------------------|
| 1. COMPLETE MAILING ADDRESS OF REPORTING AGENCY (Include ZIP Code) | 2. REPORTING PERIOD | 3. DATE SUBMITTED |
| Commander
U. S. Army Chemical Research, Development and Engineering Center
ATTN: SMCCR-MST
Aberdeen Proving Ground, MD 21010-5423 | FY 86 | November 1986 |
| 4. CONTACT FOR TECHNICAL INFORMATION CONCERNING THIS REPORT (Name, title and telephone number) | | |
| WAYNE H. ANDERSON
Chief, Techniques Division, AV 584-2807 | | |

SECTION II – ADP SHARING SERVICES PROVIDED TO OTHER AGENCIES

- | | |
|--|--|
| 5. LIST EACH TYPE OF EQUIPMENT USED TO PROVIDE SERVICES (If more space is needed, use reverse side.) | 6a. INDICATE TOTAL CHARGES FOR ALL SERVICES PROVIDED |
| Sperry 1100/60, Level 39R3D-09 | |
| | \$885,312 |
| | 6b. ESTIMATE TOTAL EQUIVALENT COMMERCIAL CHARGES |
| | \$2,890,620 |

SECTION III SERVICES OBTAINED FROM COMMERCIAL SOURCES

- | | |
|--|--|
| <p>7. COMPLETE MAILING ADDRESS OF COMMERCIAL SOURCE
(Include ZIP Code)</p> | <p>8. CONTRACTING METHOD (Check appropriate boxes)</p> <p><input type="checkbox"/> TELEPROCESSING SERVICES PROGRAM (TSP)</p> <p><input type="checkbox"/> TSP MULTIPLE AWARD SCHEDULE CONTRACT <input type="checkbox"/> TSP BASIC : AGREEMENT</p> <p><input type="checkbox"/> OTHER (Identify and refer to item 10 below.)</p> |
|--|--|

- | LIST MANUFACTURER, MAKE, AND MODEL FOR EACH CENTRAL PROCESSOR SYSTEM USED AND, FOR EACH, INDICATE ALL CHARGES ASSOCIATED WITH THE PROCUREMENT INCLUDING COMMUNICATIONS AND TECHNICAL SUPPORT (If more space is needed use reverse side.) | |
|--|--|
| MANUFACTURER, MAKE, AND MODEL
(9a) | TOTAL DOLLAR
AMOUNT CHARGED
(9b) |

APPENDIX R

ACQUISITION CODES AND DEFINITIONS

- 1 GSA Nonmandatory ADP Schedule (Competed). Use this code for an order against a GSA nonmandatory ADP schedule contract that was placed using competitive procedures.
- 2 GSA Mandatory Schedule. Use this code for an order placed against GSA mandatory use schedules.
- 3 Competed. Use this code if competition was obtained for the procurement and code 1 or 2 is not appropriate.
- 4 Specific Make and Model. Use this code for procurements where the Government requirement is expressed as a named, specific make and model.
- 5 GSA Nonmandatory ADP Schedule (Not Competed). Use this code for an order against a GSA nonmandatory ADP schedule contract that was placed without using competitive procedures.
- 6 Follow-up After Competition. Use this code for a new acquisition (not use of a contract option or other contractual clause) placed with a contractor that continues or augments a program necessitated by prior acquisition decisions.
- 7 Sole Source. Use this code if competition was not obtained for the procurement (including acquisitions as the result of an unsolicited proposal for a unique and innovative concept or product) and code 4, 5, or 6 is not appropriate.
- 8 Unknown. Use this code only in rare instances where the contracting officer cannot be located to help determine which of codes 1 thru 7 should be used.
- 9 Other. Use this code for those circumstances, including 8(a) awards, where none of the above is applicable.

APPENDIX S

AGENCY CODES (AGYCD)

DA	DEPARTMENT OF THE ARMY
DB	DEFENSE MAPPING AGENCY
DD	OFFICE SECRETARY OF DEFENSE
DE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
DF	DEPARTMENT OF THE AIR FORCE
DG	DOD INSPECTOR GENERAL
DH	DEFENSE NUCLEAR AGENCY
DI	ARMY AND AIR FORCE EXCHANGE SERVICE
DJ	JOINT CHIEFS OF STAFF
DK	DEFENSE COMMUNICATIONS AGENCY
DL	DEFENSE INTELLIGENCE AGENCY
DM	MARINE CORPS
DN	DEPARTMENT OF THE NAVY
DP	DOD DEPENDENTS SCHOOLS
DQ	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
DR	DEFENSE CONTRACT AUDIT AGENCY
DS	DEFENSE LOGISTICS AGENCY
DT	DEFENSE SECURITY ASSISTANCE AGENCY
DU	STRATEGIC DEFENSE INITIATIVE ORGANIZATION
DV	DEFENSE INVESTIGATIVE SERVICE
DW	DOD MEDICAL INFORMATION SYSTEMS
DX	OTHER DOD ELEMENTS
DY	JOINT TACTICAL COMMAND CONTROL AND COMMUNICATIONS AGENCY

APPENDIX T

CLASS CODES (CODE SEQUENCE)

		LOW VALUE*	HIGH VALUE*
01	CENTRAL PROCESSOR	100	1,000,000
02	MAGNETIC TAPE UNIT	28	363,000
03	MAGNETIC CORE UNIT	60	620,000
04	MAGNETIC DRUM UNIT	500	250,000
05	MAGNETIC DISK UNIT	70	1,000,000
06	OTHER STORAGE UNITS (MAGNETIC STRIP, CARD, CHIP, ETC.)	90	845,000
07	MULTIPURPOSE CONTROL	60	540,000
08	MASS STORAGE DEVICE	80	1,000,000
20	CARD READER AND/OR PUNCH	200	92,000
21	PAPER TAPE READER OR PUNCH	700	30,000
22	OPTICAL CHARACTER RECOGNITION UNIT	500	121,118
23	MAGNETIC DATA RECORDING UNIT (E.G., MOHAWK 1105)	300	42,000
24	MAGNETIC INK CHARACTER RECOGNITION UNIT	900	120,000
25	DATA CONVERTER (ANALOG TO DIGITAL, DIGITAL TO ANALOG)	40	30,000
26	MEDIA CONVERTER (CARD TO TAPE, ETC.)	400	15,000
27	PLOTTER	100	350,000
28	PRINTER	60	400,000
29	IMAGE HANDLING UNIT	150	65,000
30	DISPLAY UNIT	50	75,000
31	OPERATOR CONSOLE AND INQUIRY STATION	50	40,000
32	CONTROL FOR MULTIPLE I/O CHANNELS, MULTIPLEXOR, AND CHANNEL SELECTOR	150	90,000
33	OTHER SYSTEM INPUT AND/OR OUTPUT AND RELATED CONTROLS	75	75,000
50	CARD TERMINAL	175	63,000
51	MAGNETIC TAPE TERMINAL	1,500	70,000
52	PAPER TAPE TERMINAL	800	25,000
53	PRINTER TERMINAL	100	55,000
54	INPUT CONSOLE	75	80,000
55	MULTIPLEXOR, CONTROL, DISTRIBUTOR, BUFFER, ADAPTER	50	130,000
56	OTHER TERMINALS AND RELATED UNITS	95	250,000
60	ADPE NOT CATEGORIZED ON THIS LIST	30	1,000,000
65	WORD PROCESSOR TERMINAL	188	150,000
70	CARD PUNCH	95	20,380
71	CARD VERIFIER	95	70,100
72	TAPE PUNCH AND/OR VERIFIER	400	7,000
73	SORTER	500	10,890
74	COLLATOR	1,000	33,990
75	REPRODUCER AND GANG PUNCH	500	8,000
76	INTERPRETER	500	16,640
77	ACCOUNTING MACHINE	400	68,670
79	OTHER PCAM AND DATA PREP EQUIPMENT	95	25,000

*In the update procedures, equipment not falling within these ranges will cause a warning message to be issued.

CLASS CODES (ALPHABETIC SEQUENCE)

		LOW VALUE*	HIGH VALUE*
77	ACCOUNTING MACHINE	400	68,670
60	ADPE NOT CATEGORIZED ON THIS LIST	30	1,000,000
70	CARD PUNCH	95	20,380
20	CARD READER AND/OR PUNCH	200	92,000
50	CARD TERMINAL	175	63,000
71	CARD VERIFIER	95	70,100
01	CENTRAL PROCESSOR	100	1,000,000
74	COLLATOR	1,000	33,990
32	CONTROL FOR MULTIPLE I/O CHANNELS, MULTIPLEXOR, AND CHANNEL SELECTOR	150	90,000
25	DATA CONVERTER (ANALOG TO DIGITAL, DIGITAL TO ANALOG)	40	30,000
30	DISPLAY UNIT	50	75,000
29	IMAGE HANDLING UNIT	150	65,000
54	INPUT CONSOLE	75	80,000
76	INTERPRETER	500	16,640
03	MAGNETIC CORE UNIT	60	620,000
23	MAGNETIC DATA RECORDING UNIT (E.G., MOHAWK 1105)	300	42,000
05	MAGNETIC DISK UNIT	70	1,000,000
04	MAGNETIC DRUM UNIT	500	250,000
24	MAGNETIC INK CHARACTER RECOGNITION UNIT	900	120,000
51	MAGNETIC TAPE TERMINAL	1,500	70,000
02	MAGNETIC TAPE UNIT	28	363,000
08	MASS STORAGE DEVICE	80	1,000,000
26	MEDIA CONVERTER (CARD TO TAPE, ETC.)	400	15,000
55	MULTIPLEXOR, CONTROL, DISTRIBUTOR, BUFFER, ADAPTER	50	130,000
07	MULTIPURPOSE CONTROL	60	540,000
31	OPERATOR CONSOLE AND INQUIRY STATION	50	40,000
22	OPTICAL CHARACTER RECOGNITION UNIT	500	121,118
79	OTHER PCAM AND DATA PREP EQUIPMENT	95	25,000
06	OTHER STORAGE UNITS (MAGNETIC STRIP, CARD, CHIP, ETC.)	90	845,000
33	OTHER SYSTEM INPUT AND/OR OUTPUT AND RELATED CONTROLS	75	75,000
56	OTHER TERMINALS AND RELATED UNITS	95	250,000
21	PAPER TAPE READER OR PUNCH	700	30,000
52	PAPER TAPE TERMINAL	800	25,000
27	PLOTTER	100	350,000
28	PRINTER	60	400,000
53	PRINTER TERMINAL	100	55,000
75	REPRODUCER AND GANG PUNCH	500	8,000
73	SORTER	500	10,000
72	TAPE PUNCH AND/OR VERIFIER	400	7,000
65	WORD PROCESSING TERMINAL	188	150,000

*In the update procedures, equipment not failing within these ranges will cause a warning message to be issued.

APPENDIX U
Function Codes - General Purpose Computer Resources

01	Financial Management	02	Military Pay
03	Civilian Pay	04	Personnel Management
05	Medical	06	Supply
07	Cataloging	08	Procurement & Contract Administration
09	Maintenance	10	Transportation
11	Civil Engineering	12	Telecommunications
13	RDT&E	14	Information Retrieval
15	Command & Control	16	Intelligence
17	Weather	18	Weapons Systems
19	Tactical Systems	20	Training
21	Safety	22	Process Control
23	Service	24	Administration
25	Multiple Functions (No one Function Exceeding 40%)		

Function Codes - Mission Critical Computer Resources

<u>1st Position</u>		<u>2nd Position</u>	
A	Aircraft	A	Propulsion
B	Electronics	B	Communications
C	Missile	C	Navigation or Guidance
D	Ordnance	D	Fire Control
E	Ship	E	Penetration Aids
F	Space	F	Reconnaissance
G	Surface Vehicle	G	Flight Control
H	Mapping, Charting & Geodesy	H	Integration
I	Communications	I	Antisubmarine
J	Intelligence	J	Armament or Weapons Delivery
K	Command & Control	K	Training
L	Logistics	L	Test and Evaluation
M	Software	M	Systems Engineering
N	Simulation	N	Project Management
O	Satellite	O	Data Collection
P	Environmental	P	Maintenance
Q	War Planning	Q	Sensors
R	Airlift, Sealift or Port	R	Data Display
S	Other	S	Payload
		T	Launch
		U	Radar
		V	Fuse
		W	Power
		X	Facilities
		Y	Other

APPENDIX V
MAINTENANCE CODES (MAINT)

A	MANUFACTURER PRIMARY PERIOD MAINTENANCE (PPM)
B	MANUFACTURER BEYOND PPM
C	MANUFACTURER PARTS AND LABOR
D	COMMERCIAL CONCERN PPM
E	COMMERCIAL CONCERN BEYOND PPM
F	COMMERCIAL CONCERN PARTS AND LABOR
G	MAINTAINED BY GOVERNMENT PERSONNEL
H	MAINTAINED FREE OF CHARGE
I	CARRY IN
J	OFF SITE
K	PARTS EXCHANGE
L	DEPOT
M	UNKNOWN
N	COMPLETE REPLACEMENT
P	NO ARRANGEMENTS MADE FOR MAINTENANCE
X	NONE OF ABOVE

APPENDIX W

NEW START AND REPLACEMENT CODES

- 1 New Start - ADPE acquired to support applications and users not previously automated
- 2 New Users - ADPE acquired primary to extend existing applications for existing users
- 3 New Applications - ADPE acquired primarily to add new applications for existing users
- 4 Replacement - ADPE acquired primarily to replace other configurations supporting a base of users and existing (transported, redesigned, or converted applications)

APPENDIX X
OWNERSHIP CLASSIFICATION (OWNER) CODES

- 1 GOVERNMENT-OWNED
- 2 GOVERNMENT-LEASED, BUT NOT AVAILABLE FOR PURCHASE
- 3 GOVERNMENT-LEASED
- 4 GOVERNMENT-LEASED TO GOVERNMENT-OWNED
- 5 GOVERNMENT-OWNED BY GSA FUND

APPENDIX Y

COMPLIANCE SYSTEM CATASTROPHIC ERRORS FOR AGYCD=XX

87-03-23

AG CD	DPI	SYS NO	MFR	TYPE	MODEL	SERIAL	PRICE						
XX	5362	31	ADG	GS330	?	A601030	0123000	CLASS	01	RANGE	DESCREP		
XX	5370	04	IBM	1403	N1	40797	0032189	CLASS	01	RANGE	DESCREP		
XX	5370	04	?	2701	1	14231	0009130	CLASS	01	RANGE	DESCREP		
XX	5370	04	?	1627	1	11015	0004560	CLASS	01	RANGE	DESCREP		
XX	5370	04	?	2260	1	35157	0000970	CLASS	33	RANGE	DESCREP		
XX	5370	04	?	2260	1	31316	0000927	CLASS	33	RANGE	DESCREP		
XX	5370	04	?	2260	1	64250	0000927	CLASS	33	RANGE	DESCREP		
XX	5370	04	?	2260	1	35152	0000927	CLASS	33	RANGE	DESCREP		
XX	5370	04	?	2260	1	32252	0000927	CLASS	01	RANGE	DESCREP		
XX	5370	04	?	2909	3	30023	0091265	CLASS	01	RANGE	DESCREP		
XX	5370	04	?	2848	3	71034	0016475	CLASS	01	RANGE	DESCREP		
XX	5370	04	IBM	2250	3	50096	0074495	CLASS	SS	RANGE	DESCREP		
XX	5370	04	IBM	2250	3	50110	0072495	CLASS	SS	RANGE	DESCREP		
XX	5370	04	IBM	2250	3	50054	0072495	CLASS	SS	RANGE	DESCREP		
XX	5370	04	IBM	4102	?	6	999999	CLASS	07	RANGE	DESCREP		
XX	5370	04	IBM	1052	7	55602	0002645	CLASS	SS	RANGE	DESCREP		
XX	5370	04	IBM	2701	1	11054	0009130	CLASS	SS	RANGE	DESCREP		
XX	5370	04	IBM	2701	1	15770	0009130	CLASS	SS	RANGE	DESCREP		

8153420

COMPLIANCE SYSTEM CATASTROPHIC ERRORS FOR AGYCD=XX
(*) INDICATES ERRORS

87-03-24

AGY	DPI	SYS	CLS	OWN	SUP	MFR	MODEL	PRICE SERIAL	RENT	MAINT INSTL
XX	0002	04	SS*	A*	2XX*	XX1*	XA	00?00* ?*	000DO*	* 5013*
XX	2000	08	*	*		HON	? SPB35	* 214	*	8507
XX	5309	33	01	2	BRA	DEQ	XA VT100	* WF00177	*	8007
XX	5370	04	01	1		?*	1 2701	0009130 14231		00001 8003
XX	5370	04	01	1		?*	1 1627	0004560 11015		00001 8003
XX	5370	04	33	1		?*	1 2260	0000970 35157		00001 8003
XX	5370	04	33	1		?*	1 2260	0000927 31316		00001 8003
XX	5370	04	33	1		?*	1 2260	0000927 64250		00001 8003
XX		04		1		?*	1	0000927		00001
	5370		33				2260	35152		8003
XX	5370	04	01	1		?*	1 2260	0000927 32252		00001 8003
XX	5370	04	01	1		?*	3 2909	0091265 30023		00001 8003
XX	5370	04	01	1		?*	3 2848	0016475 71034		00001 8003

8153420

COMPLIANCE SYSTEM CATASTROPHIC ERRORS FOR AGYCD=XX
(*) INDICATES ERRORS

87-03-24

AGY	DPI	SYS	CLS	OWN	SUP	MFR	MODEL	PRICE SERIAL	RENT	MAINT INSTL
XX	5370	04	SS*	1		IBM	2250 3	0074495 50096		00001 8003
XX	5370	04	SS*	1		IBM	2250 3	0072495 50110		00001 8003
XX	5370	04	SS*	1		IBM	2250 3	0072495 50054		00001 8003
XX	5370	04	SS*	1		IBM	1052 7	0002645 55602		00001 8003
XX	5370	04	SS*	1		IBM	2701 1	0009130 11054		00001 8003
XX	5370	04	SS*	1		IBM	2701 1	0009130 15770		00001 8003

8153420

STATISTICAL RECAP FOR AGYCD=XX

87-03-24

RECORDS PROCESSED THIS RUN:

BATCH	21
ON-LINE	0
TOTAL	21
NON-ERRORS	3
ERRORS	18

ERRORS ENCOUNTERED THIS RUN:

NO-DPI	3
AGYCD	0
CLASS	8
MFR	10
SUPPLIER	1
OWNER	2
TYPE	1
SERIAL	1
PRICE	3
RENT	3
MAINTCOST	1
INSTLDATE	1

8153415

COMPLIANCE SYSTEM NON-CATASTROPHIC ERRORS FOR AGYCD=XX

87-03-23

(*) INDICATES ERRORS

R E C O R D I D E N T I F I C A T I O N							F I E L D S I N E R R O R					
AG CD	DPI	SYS NO	MFR	TYPE	MODEL	SERIAL	ACQ CDE	FY EXP	FY UPGD	ACT PUR	FUN CDE	MC CDE
XX	0002	04	DEQ	VT100	XA	WF00185	A	* 79	*	8007	*	1 *
XX	5309	33	DEQ	VT100	XA	WF00177	A	* 79	*	8007	*	1 *
XX	5362	31	ADG	GS330	?	A601030	A	* 79	*	8109	*	1 *
XX	5370	04	IBM	1403	N1	40797	A	* *	99	8410	? *	1 *
XX	5370	04	?	2701	1	14231	A	* *		7108	* ? *	
XX	5370	04	?	1627	1	11015	A	* *		7108	* ? *	
XX	5370	04	?	2260	1	35157	A	*		7202	*	
XX	5370	04	?	2260	1	31316	A	*		7108	*	
XX	5370	04	?	2260	1	64250	A	*		7108	*	
XX	5370	04	?	2260	1	35152	A	*		7108	*	
XX	5370	04	?	2260	1	32252	A	* 99	77 *	7108	* ? *	1 *
XX	5370	04	?	2909	3	30023	A	* 99	99	7202	* ? *	1 *
XX	5370	04	?	2848	3	71034	A	* 99	79 *	7108	* AA	1 *
XX	5370	04	IBM	2250	3	50096	1			7202	*	
XX	5370	04	IBM	2250	3	50110	A	*		7108	*	
XX	5370	04	IBM	2250	3	50054	A	*		7108	*	
XX	5370	04	IBM	4102	?	6	9			7204	*	
XX	5370	04	IBM	1052	7	55602	A	*		7108	*	
XX	5370	04	IBM	2701	1	11054	A	*		7202	*	
XX	5370	04	IBM	2701	1	15770	A	*		7305	*	
XX	2000	08	HON	SPB35	?	214	A	*				

8153415 COMPLIANCE SYSTEM NON-CATASTROPHIC ERRORS FOR AGYCD=XX 87-03-23

8153415 STATISTICAL RECAP FOR AGYCD=XX 87-03-23

ERRORS ENCOUNTERED THIS RUN:

ACQUISITION CODE	19
ACTPUR DATE	16
FY EXPIRE	6
FY UPGRADE	2
FUNCTION CODE MISSING	3
FUNCTION CODE INVALID	5
MC CODE INCONSISTENT	6
TOTAL RECORDS IN ERROR	21

8153415

DUPLICATE INPUT RECORDS REPORT FOR AGYCD=XX

87-03-23

AGYCD	DPI	MFR	TYPE	MODEL	SERIAL	NUM RECORDS
-------	-----	-----	------	-------	--------	-------------

RECORDS IN			21			
DUP RECORDS			0			
RECORDS OUT			21			
END OF DUP CHECK						

SUMMARY REPORT

AGENCY: XXXXXXXXXXXX AGENCY CODE: XX DATE RECEIVED: 12 Feb 87 DATE PROCESSED: 13 Feb 87

ON-LINE 12

PC DISKETTE

TRANSACTIONS RECEIVED	12	INPUT DISPOSITION
-----------------------	----	-------------------

UNIT ID RECORDS:	0	UNIT ID RECORDS:	0
------------------	---	------------------	---

UNAUTHORIZED	UNAUTHORIZED/REJECTED
0	0

SYSTEM RECORDS:	0
SYSTEM RECORDS:	0

UNAUTHORIZED DELETES	0	UNAUTHORIZED/REJECTED TRANSACTIONS	0
	0	DELETES	0

MACHINE RECORDS: 12 MACHINE RECORDS: 12

Y-8	ADDS	0	DELETES	0
	CHANGES	0	NOT FOUND	0
	DELETES	0	PROCESSED	0
	ADDS/CHANGES	12		

INVALID RECORDS:	0
INVALID RECORD TYPE REJECTION	0

TIMELINESS OF REPORTING:	0	0	2	10	0	0
	<u>DATE MISSING</u>	<u>EXCEEDS</u>	<u>OVER 180</u>	<u>120-180</u>	<u>60-120</u>	<u>0-60</u>
		CURRENT DATE	DAYS OLD	DAYS OLD	DAYS OLD	DAYS OLD

SYSTEM CPU'S DELETED:	0	EXCESSIVE PRICE/RENT	0

8153415

87-02-13

DUPLICATE INPUT RECORDS REPORT FOR AGYCD=XX

AGYCD	DPI	MFR	TYPE	MODEL	SERIAL	NUM RECORDS
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RECORDS IN	12
DUP RECORDS	0
RECORDS OUT	12
END OF DUP CHECK	

8153420 STATISTICAL RECAP FOR AGYCD=XX

87-02-13

RECORDS PROCESSED THIS RUN:

BATCH	12
ON-LINE	0
TOTAL	12
NON-ERRORS	12
ERRORS	0

ERRORS ENCOUNTERED THIS RUN:

NO-DPI	0
AGYCD	0
CLASS	0
MFR	0
SUPPLIER	0
OWNER	0

END OF 8153420

8153425	PROCESSED RUN REPORT FOR AGYCD=XX	81-02-13
	TRANSACTIONS WITH MULTIPLE RECORDS ON FILE	0
	TRANSACTIONS PROCESSED AS NEW RECORDS	12

INSTALLATION DATE AGING REPORT

DATE MISSING/INVALID	0
EXCEEDS CURRENT DATE	0
OVER 180 DAYS OLD	2
120-180 DAYS OLD	10
60-120 DAYS OLD	0
0-60 DAYS OLD	0

TRANSACTIONS PROCESSED AS CHANGE RECORDS	0
--	---

NO. OF CHANGES WITH NO ACTION REQUIRED	0
--	---

NO. OF CHANGES REQUIRING ACTION	0
---------------------------------	---

FIELDS CHANGE:

SUPPLIER	0
SOURCE	0
OWNER	0
MAINT	0
PRICE	0
RENT	0
MAINTCOST	0
ACQDATE	0
INSTLDATE	0
CLASS	0
SYSNO	0
ACQUISITION	0
MC CODE	0
ACTPUR	0
FUNCTION CODE	0
NEW START CDE	0
FY UPGRADE	0
FY EXTEND	0

TOTAL TRANSACTIONS PROCESSED THIS RUN	12
---------------------------------------	----

COMPLIANCE WORK SHEET
TO BE COMPLETED FOR EACH UPDATE

AGENCY XX

DATE OF UPDATE 8/31/87; DATE THIS FORM COMPLETED 9/1/87

THIS FORM PREPARED BY Jane Doe

STATISTICAL DATA

BATCH TRANSACTIONS 1521 ON-LINE TRANSACTIONS 613
ADDITIONS 1058 CHANGES 911 DELETIONS *3 DUPLICATES 9
TRANSACTIONS REJECTED DUE TO ONE OR MORE CATASTROPHIC ERRORS 156

ERROR DATA

CATASTROPHIC ERRORS

AGENCY CODE 0
CLASS CODE 0
MANUFACTURER CODE 62
TYPE 13
SERIAL NUMBER 0
SUPPLIER 0
OWNER CODE 0
PRICE 23
RENT 6
MAINT COST 7
INSTAL. DATE 49

NON-CATASTROPHIC ERRORS

ACQUISITION CODE 0
NO DPI 0
FY EXPIRE 179
FY UPGRADE 0
FUNCTION CODE MISSING 0
FUNCTION CODE INVALID 105
ACTUAL PURCH DATE 25
MCC/FC INCONSISTENT 0

*Reconciliation update. Count of deleted records is separate from input record counts.

APPENDIX Z

DOD COMPONENT FOCAL POINTS
FOR AE REDISTRIBUTION

DoD Component	Telephone Number
<u>Army</u>	
US Army Information Systems Engineering Command ATTN: ASBI-SDL, STOP C-20 Fort Belvoir, VA 22060-5456	(703) 355-3595 AV 345-3595
<u>Navy</u>	
Navy Regional Data Automation Center Building 196, Code 50X Washington Navy Yard Washington, D. C. 20374-1433	(202) 433-4858 AV 288-4858
<u>Air Force</u>	
7CG/GAMO Pentagon, Rm 3A153 Washington, D. C. 20330-6345	(202) 697-5897 AV 227-5897
<u>DCA</u>	
Defense Communications Agency ATTN: Code H618 Washington, D. C. 20305-2000	(202) 692-0061 AV 222-0061
<u>DIA</u>	
Defense Intelligence Agency ATTN: DSI-1PE Washington, D. C. 20340-3412	(202) 373-4954 AV 243-4954
<u>DIS</u>	
Defense Investigative Service ATTN: V0030 1900 Half Street, S.W. Washington, D. C. 20324-1700	(202) 475-1640 AV 335-1657
<u>DLA</u>	
Defense Logistics Agency ATTN: DLA-ZWA, Cameron Station, Room 3A675 Alexandria, VA 22304-6100	(202) 274-5351 AV 284-5351

DOD COMPONENT FOCAL POINTS
FOR AE REDISTRIBUTION

DMA

Defense Mapping Agency	(202) 653-1381
Information System Directorate	AV 294-1381
Information Management Division	
Building 56, U.S. Naval Observatory	
Washington, D. C. 20305-3000	

DNA

Defense Nuclear Agency	(202) 325-6444
COMP-1	AV 221-7116
6801 Telegraph Road	
Alexandria, VA 22310-5000	

DoD

Defense Automation Resources	(202) 274-6317
Information Center	AV 284-6317
ATTN: DARIC-R	
Cameron Station	
Alexandria, VA 22304-6100	

DODDS

DoD Dependents Schools	(703) 602-9737
200 N. Glebe Road, Room 702	
Arlington, VA 22203-5000	

DoDIG

Office of the Inspector General, DoD	(202) 693-0265
400 Army Navy Drive	AV 223-0265
Room 402	
Arlington, VA 22202	

JCS

The Joint Staff	(202) 697-2249
ATTN: DIRM/SVCS	AV 227-2249
Pentagon	
Washington, D. C. 20301-5000	

NSA

Transportation Officer	(301) 688-7609
Sub-Transportation Office	AV 235-7609
ATTN: L122	
Ft. George G. Meade, MD 20755-6000	

APPENDIX AA

DoD COMPONENT FOCAL POINTS
FOR AE INVENTORY REPORTING

<u>DoD Component</u>	<u>Telephone</u>
<u>Army</u>	
U.S. Army Information Systems Engineering Command ATTN: ASB-TDA Ft. Belvoir, VA 22060-5456	(703) 664-6471 AV 354-6471
<u>Navy</u>	
Naval Data Automation Command Building 166, Washington Navy Yard ATTN: Code 53 Washington, D. C. 20374-0218	(202) 433-4915 AV 288-4915
Navy Regional Data Automation Center (NARDAC) Building 143 - Code 4442 Washington, D.C. 20374-1435	(202) 433-4218 AV 288-4218
<u>Air Force</u>	
7CG/GAMO Pentagon, Room 3A153 Washington, D. C. 20330-6345	(202) 694-2104 AV 224-2104
HQ USAF/SCMM Pentagon - Room 5E165 Washington, D. C. 20330-5190	(202) 697-2732 AV 227-2732
<u>DARPA</u>	
Defense Advanced Research Projects Agency ATTN: MIS 1400 Wilson Blvd. Arlington, Va 22209-2308	(703) 527-0666
<u>DCA</u>	
Defense Communications Agency ATTN: Code H618 Washington, D. C. 20305-2000	(202) 692-0061 AV 222-0061
<u>DCAA</u>	
Defense Contract Audit Agency ATTN: DCAA-CMD Cameron Station Alexndria, VA 22304-6100	(202) 274-4090 AV 284-4090

DoD COMPONENT FOCAL POINTS
FOR AE INVENTORY REPORTING

DIA

Defense Intelligence Agency
ATTN: DSI-IPE
Washington, D. C. 20340-3412

(202) 373-4954
AV 243-4954

DIS

Defense Investigation Service
ATTN: VOO30
1900 Half Street, S.W.
Washington, D. C. 20324-1700

(202) 475-1640
AV 335-1657

DLA

HQ Defense Logistics Agency
ATTN: DLA-ZP
Cameron Station
Alexandria, VA 22304-6100

(202) 274-5385
AV 284-5385

DMA

Defense Mapping Agency
Information System Directorate
Information Management Division
Building 56, U.S. Naval Observatory
Washington, D. C. 20305-3000

(202) 653-1381
AV 294-1381

DNA

Defense Nuclear Agency
ATTN: COMP-1
Washington, D. C. 20305-1000

(202) 325-6984
AV 221-7140

DoDDS

DoD Dependents Schools
MIS Division
200 N. Glebe Road, Room 702
Arlington, VA 22203-5000

(202) 692-9736

DoDIG

Office of the Inspector General, DoD
400 Army Navy Drive
Room 402
Arlington, VA 22202

(202) 693-0265
AV 223-0265

JCS

The Joint Staff
ATTN: DIRM/SVCS
Washington, D. C. 20301-5000

(202) 697-2249
AV 227-2249

DoD COMPONENT FOCAL POINTS
FOR AE INVENTORY REPORTING

SDIO

Strategic Defense Initiative Organization
ATTN: SDIO MIS Officer
Washington, D. C. 20301-7100

(202) 693-1650
AV 223-1650

USUHS

Uniformed Services University of
the Health Sciences
ATTN: University Computer Center
Room G007
4301 Jones Bridge Road
Bethesda, MD 20814-4799

(301) 295-3304

WHS

Director for Computer & Office
Automation Resources
Pentagon, Room 1C520
Washington, D. C. 20301-1155

(202) 697-0621
AV 227-0621

APPENDIX BB

DoD COMPONENT FOCAL POINTS
FOR AUTOMATION RESOURCE SHARING

DoD Component	Telephone Number
<u>Army</u>	
U.S. Army Information Systems Engineering Command ATTN: ASB-TDA FT. Belvoir, VA 22060-5456	(703) 664-6471 AV 354-6471
<u>Navy</u>	
Navy Data Automation Command Code 50 Building 166 Washington Navy Yard Washington, D. C. 20374-1433	(202) 433-4915 AV 288-4915
<u>Air Force</u>	
7CG/GAMO Room 3A153 Washington, D. C. 20330-6345	(202) 697-5897 AV 227-5897
<u>DCA</u>	
Defense Communications Agency Code H618 Washington, D. C. 20305-2000	(202) 692-0061 AV 222-0061
<u>DIA</u>	
Defense Intelligence Agency ATTN: DSI-1PE Washington, D. C. 20340-3412	(202) 373-4954 AV 243-4954
<u>DIS</u>	
Director Defense Investigative Service ATTN: V0030 1900 Half Street S.W. Washington, D. C. 20324-1700	(202) 475-1640 AV 335-1657

DoD COMPONENT FOCAL POINTS
FOR AUTOMATION RESOURCE SHARING

DLA

Defense Logistics Agency	(202) 274-5385
ATTN: DLA-ZWA	AV 284-5385
Cameron Station, Room 3A675	
Alexandria, VA 22304-6100	

DMA

Defense Mapping Agency	(202) 653-1381
Information System Directorate	AV 294-1381
Information Management Division	
Building 56, U.S. Naval Observatory	
Washington, D. C. 20305-3000	

DNA

Defense Nuclear Agency	(202) 325-6444
ATTN: COMP-1	AV 221-1716
6801 Telegraph Road	
Alexandria, VA 22310-5000	

DoD

Defense Automation Resources	(202) 274-6317
Information Center	AV 284-6317
ATTN: DARIC-R	
Cameron Station	
Alexandria, VA 22304-6100	

DoDDS

DoD Dependents Schools	(703) 692-9737
200 N. Glebe Road	
Room 702	
Arlington, VA 22203-5000	

DoDIG

Office of the Inspector General, DoD	(202) 693-0265
400 Army Navy Drive	AV 223-0265
Room 402	
Arlington, VA 22202	

JCS

The Joint Staff	(202) 694-0533
ATTN: DIRM/ITD	AV 224-0533
Washington, D. C. 20301-5000	

DoD COMPONENT FOCAL POINTS
FOR AUTOMATION RESOURCE SHARING

NSA

Transportation Officer
Sub-Transportation Officer
ATTN: L122
Ft. George G. Meade, MD 20755-6000

(301) 688-7609
AV 235-7609